

JOB DESCRIPTION

Job Title: Data Analytics – Sales Team	Department: Distribution
Reporting to: Manager, Sales Reporting	
Company: APD, Inc.	Country Base: United States
Job code:	Date: May, 2019

Description of the department and position (Purpose & Objectives): Enable management decision making and overall team business awareness through the production of reports and analytics. Provide timely, relevant and accurate sales reporting and analytics with insightful commentary. Learn and leverage reporting and analytics tools in the industry to ensure the highest quality content and productivity

Key Responsibilities:

- Be part of the Data Analytics group supporting the sales team in various capacities
- Analyzes and presents data, with commentary highlighting findings, to management in a clear succinct manner that demonstrates knowledge
- Interprets data and analytics in an impactful manner that drives change
- Makes recommendations to management based on analysis of data
- Measure and analyze sales and activity results to determine the success of various sales and marketing campaigns.
- Generate regularly scheduled sales reports on a daily, weekly, monthly or quarterly basis
- Improve and adapt existing reports to meet the continually changing needs of the business
- Anticipate needs for new and improved ways to explore sales data by creating new reports
- Understand the role of third party data sources and incorporate as appropriate into reporting and analysis
- Play an integral part in the monthly and quarterly commission and bonus processes by assisting in the generation of the necessary sales reporting

Management Responsibilities:

Does this position manage staff, monitor performance, provide guidance and coaching, make compensation, and/or hire/fire decisions? Yes: _____ No: X

Positions supervised: *(please list primary)*

_____ Total staff managed overall _____ # Exempt staff _____ # Non-exempt staff
 _____ Total direct reports _____ # Exempt direct reports _____ # Non-exempt direct reports

Requirements:

Education and Experience

- Bachelor Degree in Business or related field
- 5+ years of financial services
- Experience with sales reporting a plus

Skills/Knowledge

- Strong mathematical/statistical skills
- Strong excel skills
- Ability to work under pressure and to meet precise deadlines
- Strong analytical skills
- Strong communication skills
- Proficiency in project management.
- Knowledge of VBA/macros a plus
- Experience with Microsoft Power BI

The above cited duties and responsibilities describe the general nature and level of work performed by an incumbent assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.