



**KTUNAXA
NATION**

We invite you to apply for the position of...

DATA ANALYST

Economic & Investment Sector

TEMPORARY (2 month) CONTRACT POSITION

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY:

Reporting to Executive Pulse Lead, the Data Analyst will offer support to the Sector by ensuring performance metrics data used in reporting is accurate, complete and current. Utilizing investigative, organizational and analytic skills. The Data Analyst will collect and curate data, data mining and create reports to provide insight into business data and trends.

DUTIES AND RESPONSIBILITIES:

- Reporting
 - Performing data wrangling, analysis, quality assessments and other research activities to compile reports that guide operations decision making; and
 - Extract, transform, and load report data to meet management requests.
- Data Maintenance
 - Entering all new and updating system data when as necessary.
- Data Integrity
 - Running queries to analyze and cleanse data;
 - Identify errors and inconsistent data, correct data to allow for use in reporting; and
 - Identify cause(s) of data issues and opportunities to prevent future occurrences.
- Business Analysis
 - Workflow development, working with the operations, identify needs and opportunities to improve efficiency and accuracy of data collection, processing and reporting.
- Utilize one-on-one discussions and formal requirements gathering sessions, analyze business requirements against existing processes, systems, and data stores for gap analysis and recommended improvements.
- Conduct working sessions to obtain appropriate information to develop solutions.
- Conduct analysis of business process workflow and outline alternative solutions considering benefits, risks and costs.

- Translate business requirements and information gathering discussions into professional business presentations and other types of business documentation for consumption by Business customers and solution partners.
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- Extract, transform, and load report data to meet management requests.
- Entering all new and updating system data when as necessary.
- Running queries to analyze and cleanse data;
- Identify errors and inconsistent data, correct data to allow for use in reporting; and
- Identify cause(s) of data issues and opportunities to prevent future occurrences.
- Workflow development, working with the operations, identify needs and opportunities to improve efficiency and accuracy of data collection, processing and reporting.

Qualifications:

- Undergraduate degree, diploma, relevant trade certificate or equivalent experience
- 2 years' experience working in labour-based and entrepreneurs
- Experience in Excel
- Proficient in other Microsoft Office Programs
- Experience with visualization software and data providers an asset
- Experience with software implementation specifically master data collection, transformation and normalization
- Ability to forge, grow and maintain positive relationships with stakeholders and users
- Ability to manage multiple priorities simultaneously and meet the time demands of unpredictable activities; capable of handling pressure and challenges with success in a dynamic business environment
- An affinity for organization, documentation, data, process and reporting
- Strong analytical, critical thinking, troubleshooting, problem-solving skills and a high degree of accuracy and impeccable attention to detail
- Highly developed interpersonal skills
- Demonstrate a sense of urgency and strong commitment to achieving goals; ability to work in challenging, fast paced environment
- Ability to work collaboratively with a positive 'can do' attitude
- Superior written and verbal communication skills including the ability to converse with technical professionals as well as operations end users.

Skills

- Ability to work independently and as part of a team
- Ability to take direction verbally
- Accurate typing and data entry skills
- Excellent attention to detail
- Communication and organizational skills
- Knowledge of basic computer programs
- Understanding of grammar
- Excellent customer service skills

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Preference will be given to those with Aboriginal Ancestry

Come with your willingness to learn!

Please submit your cover letter and resume telling us what attracts you to the position and how your experiences relate to:

Human Resources

Ktunaxa Nation Council

PO 7825 Mission Road

Cranbrook, BC V1C 7E5

KNC-HR@ktunaxa.org Fax: (250) 489-2438

CLOSING DATE: Open until filled

We thank those who apply; however, only those selected for an interview will be contacted.