

Junior Data Analyst, US Properties at Windsor-Detroit Bridge Authority, Windsor, Ontario, Canada

Job description

Junior Data Analyst, US Properties – term ending March 31, 2019

Seniority Level

Entry level

Industry

- Government Administration

Employment Type

Contract

Job Functions

- Analyst

Job Summary

This position will support the Manager, US Properties by interpreting data related to various US Property Acquisition activities within the US Right of Way, analyzing results using statistical techniques, turning data into information and insight, and presenting reports and summaries on the findings.

Overview of Responsibilities

- Interpret and summarize actual data related to various US Property Acquisition activities, as carried out by MDOT. Analyze results using statistical techniques and present findings by providing ongoing statistical reports using narratives, tables, and charts. Contract management
- Compare targets for various US Property Acquisition activities, as carried out by MDOT, against actual data to track progress and analyze forecasts. Analyze results using statistical techniques and present findings by providing ongoing statistical reports using narratives, tables, and charts.
- Acquire, interpret, and summarize data from primary or secondary data sources and maintain internal WDBA databases/data sets. Maintain documents, records, and correspondence.

- Develop and implement data analytics that optimize statistical efficiency and quality in support of reporting mechanisms. Locate and define new process improvement opportunities.
- Work with Manager, US Properties to prioritize business and information needs. Maintain relations with MDOT Data Analyst to ensure records are in parallel.
- Assemble briefing binders, reports and presentations based on US Property Acquisitions activities and forecasts.

Competencies and Qualifications

- Post-secondary degree in Mathematics, Economics, Statistics, Computer Science, Information Management or in a professional discipline pertinent to the job function, or any equivalent combination of education and experience
- 1-4 years' experience as a data analyst or related experience/role
- Experience in working with complex data and analyzing datasets
- Experience assisting in the preparation of reports and presentations
- Experience working in federal government departments considered an asset
- Advanced level Microsoft Excel, Microsoft Access
- Experience with Microsoft Office
- Adept at queries, report writing, and presenting findings
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Ability to work independently and within a team environment
- Sound professional judgement and initiative
- Ability to manage multiple priorities, while meeting deadlines
- Excellent problem solving skills
- Strong interpersonal skills to build good internal/external working relationships
- Strong communication (oral & written)
- Ability to obtain a Government of Canada Personnel Screening/ Security Clearance

Compensation

- Salary \$53,440 - \$73,480
- Relocation assistance may be provided, if required

Qualified applicants may email their resume to recruitment@wdbridge.com up to and including September 28, 2017. **Please quote file #WDBA-059-LI.** Resumes must be submitted electronically and will only be accepted in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

