## **Job Title: Data Analyst**

**Location:** Remote / Philippines (GMT+8)  
**Department:** [Insert Department]  
**Reports to:** [Insert Hiring Manager Role]

### **Overview**

At **{Insert Company}**, we believe data is only powerful when it leads to action.

We’re looking for a **Data Analyst** who can dig into complex datasets and transform them into meaningful insights that drive smarter business decisions. You’ll work closely with cross-functional teams, from operations and marketing to finance and leadership, to support strategic initiatives through data.

### **Key Responsibilities**

* Collect, organize, and analyze large datasets from internal systems and external platforms.
* Identify trends, patterns, and opportunities to optimize business performance.
* Build and maintain dashboards and reports using tools like **Tableau** or **Power BI**.
* Write and refine **SQL queries** for efficient data extraction and manipulation.
* Present insights in a clear, concise manner for technical and non-technical stakeholders.
* Collaborate across departments to support forecasting, KPIs, and data-informed decisions.
* Ensure data accuracy, integrity, and consistency across all reports.

### **Required Skills & Experience**

* At least **2 years of experience** in a data analyst or business intelligence role.
* Strong command of **SQL**, **Python**, and data visualization tools (e.g., Tableau, Power BI).
* Solid understanding of data modeling, cleaning, and transformation techniques.
* Ability to perform statistical analysis and interpret results.
* High attention to detail and critical thinking skills.
* Strong communication and stakeholder management capabilities.

### **Working Hours & Setup**

* **Full-time position**, 9:00 AM to 6:00 PM, **GMT+8**
* Remote or hybrid setup depending on company policy
* Equipment and software access provided (if applicable)

### **What We Offer**

* Competitive salary and benefits package
* Flexible work hours and remote work options
* Professional development and training support
* A data-driven, collaborative environment that values innovation and results
* Inclusive work culture that supports career growth

### **Company Culture**

At **{Insert Company}**, we value data-informed decisions, team collaboration, and continuous learning. You’ll be joining a workplace where your work shapes real outcomes, and your growth is just as important as the metrics you report on.

### **How to Apply**

Interested candidates should send their resume and a short cover letter to **[Insert Email or Application Link]**. We aim to respond to all applicants within 7 business days.

### ***Note***

*This job description is designed as a flexible framework. You can tailor the content to better fit your industry, tools, team structure, or unique cultural values whether you're a startup scaling your first data hire or an established company expanding your analytics capability.*