Job Description
Data Analyst

Company Overview: ISN (www.isnetworld.com) is a global leader in contractor and supplier management, continuously growing and expanding its reach throughout the United States, Europe, Canada, Australia, the Middle East and other international regions. ISN’s online contractor management database, ISNetWorld (www.isnetworld.com), is the global resource for connecting corporations with safe, reliable contractors and suppliers from capital-intensive industries. ISN collects health and safety, procurement, insurance, quality and regulatory information from contractors and suppliers. Through ISN’s Review and Verification Services (RAVS), subject matter experts review and verify contractors’ information, incorporating a level of due diligence to the contractor management process.

Job Title: Data Analyst

Location: Dallas, Texas

Classification: Full-time Exempt

Job Summary: The employee will serve as an internal consultant, collaborating across teams and departments and using modern analytics technology to enhance the company’s ability to assess contractor risk. Deliverables will include strong data visualizations, insightful statistical analyses, advanced analytical models, and presentation of impactful data narratives to internal and external customers. The employee will also use analytical and technology skills to optimize internal data operations through business process automation and enhanced operational reporting.

1.0 Primary Duties & Responsibilities
Specific duties and responsibilities include:
- Use data technology skills to gather and understand large data sets
- Collaborate with subject matter experts to gain greater context to data and related processes
- Provide reliable access to high quality data through dashboards and reports
- Present summarized procedures, results, and business recommendations
- Participate in researching new predictive analytics methods and visualization approaches that facilitate decision making and risk scorecarding
- Support and participate in the organization’s Continual Improvement Program to conform to ISO 9001 requirements by complying with the Quality Policy and procedures and meeting QMS objectives
- All employees have a professional duty to provide any information related to security issues, incidents or situations that present a potential security risk to the ISO Team, ISN Management or their Supervisor
- Up to 20% travel for customer meetings
- Other tasks and projects as directed by the management team

2.0 Requirements
2.1 Education and Training
- Graduate degree (Master’s or above) in Data Science, Analytics, Operations Research, MIS, Applied Statistics or related quantitative field
- Relevant work experience considered

2.2 Knowledge and Skills
- Proficient in database and data manipulation tools – SQL (and add-on services), Alteryx
- Proficient in computational programming, modeling and machine learning tools – Python, SAS, R, Weka
- Proficient in data visualization tools – Tableau, Power BI, Qlik
- Demonstrates initiative, entrepreneurialism, and creativity
- Demonstrates exceptional attention to detail
- Demonstrates rigorous research skills
- Demonstrates ownership and responsibility of projects
- Skilled and persuasive collaborator who can effectively manage relationships
- Ability to communicate meaning of principles and processes to technical and non-technical audiences
- Ability to make decisions in ambiguous environment
- Ability to interpret data and iterate approaches to identify best solutions
- Demonstrates commitment to continuous learning and problem solving skills development
- Desire to succeed and assume increasing levels of leadership responsibility

3.0 Physical and Safety Requirements
- Sitting, bending, standing, walking, typing and/or speaking 8 hours per day
- Able to regularly lift and move up to 15 lbs.
- Reasonable accommodations are made to enable individuals with disabilities to perform essential job functions

4.0 Others
- Must be able to thrive in a fast-paced environment
- Willing to travel frequently for business
- Attention to detail
- References must be provided upon request