



CAREER OPPORTUNITY

JOB TITLE	Data Analyst
COMPANY	Universal Paper
DEPARTMENT	Systems and IT
PURPOSE OF THIS POSITION	
Data Analyst with a Bachelor’s Degree required with analytical and SQL query skills that can handle big data sets to present to the directors.	
JOB TASKS & RESPONSIBILITIES	
Systems Operations <ul style="list-style-type: none"> – Manage user sessions. – Advice on new functionality to improve systems. – Review system transactions and ensure financial transactions are executed correctly. – Ensuring latest security protocols are in place and communicated. – All systems have a minimum down time and communicated planned downtime. – Reporting and connecting various systems to give an overall view of what is happening in the business across all sectors. – Superuser for Sage/Insight/Shopware 	Inventory Management <ul style="list-style-type: none"> – Assist with Manufacturing tracking for the Roll Factory until a suitable person is found for this area. – Do stock recons for the roll factory. Reporting <ul style="list-style-type: none"> – Compile and analyse data sets. – Create SQL Queries.
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	
<ul style="list-style-type: none"> – Computer literate with detailed practical knowledge of Microsoft Excel, SQL, BI tools – Goal orientated. – Ability to solve problems in stressful situations. – Time management skills. 	<ul style="list-style-type: none"> – Positive attitude & Strong Interpersonal skills – improves communications, promotes better teamwork, and increase morale. – Strong attention to detail and remember the fine detail weeks later. – Microsoft Office
MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"> 1. Bachelor’s degree in Data Science/ Analysis 2. Minimum Excel Intermediate level 3. SQL live experience 4. Crystal Reporting configuration 	<ul style="list-style-type: none"> - Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za - Proof of qualifications must accompany the application.