

JOB TITLE	Data Analyst
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	
<p>Systems Operations</p> <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 	<p>Inventory Management</p> <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. - Processing miscellaneous transactions for weekly consumables usages. - Processing credit notes for the stock returned from UPP to UPM. - Ensuring the 'Goods Received Not Invoiced' GL is cleared weekly. - Assist when needed on the product master and product costing. <p>Reporting</p> <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 Office, SQL, BI tools - SQL Project experience including 1) Writing complex joins, 2) Data validation queries, 3) Proven experience delivery SQL-based reporting projects - Knowledge of SAGE X3 data tables <ul style="list-style-type: none"> o API Integration o ERP Data Understanding (General Ledger, Accounts Payable, Receiving Process Flows, Inventory & Costing Modules, BOM Structures and System Flow) 	<ul style="list-style-type: none"> - Goal orientated - Ability to solve problems in stressful situations - Time management skills <ul style="list-style-type: none"> o Positive attitude & Strong Interpersonal skills – improves communication, promotes better teamwork and increases morale - Strong attention to detail and remember the fine detail weeks later.
MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"> 1. BCom in Data Science/ Analytics 2. 3+ years Sage X3 experience 3. Manufacturing industry exposure 	<ul style="list-style-type: none"> - Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za - Proof of qualifications must accompany the application.