



## We Are Hiring!

### Data Analyst & Auditor

<b>Company</b>	– Medfuture Medical & Healthcare Recruitment (Pvt) Ltd. (ANZ/ SL)
<b>Work Location</b>	– Sri Lanka (Colombo 06)
<b>Industry</b>	– Medical & Healthcare
<b>Work time</b>	- 7.00 AM – 3.30 PM

MedFuture is an Australian based Medical & Healthcare Recruitment company who are in the medical recruitment industry for the past 6 years & recently expanded to New Zealand Market and looking forward to expand to UK market very soon as well. Since we are rapidly expanding, we strive to provide our customers with the most accurate and timely data possible to meet their expectations.

#### **Job Brief**

We are looking to hire a Data Analyst & Auditor to join our team!

You will take responsibility for managing our master data set, developing reports, and troubleshooting data issues. To do well in this role you need a very fine eye for detail, experience as a data analyst, and deep understanding of the popular data analysis tools and databases specially in Excel.

#### **Key Responsibilities.**

- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Acquire data from primary or secondary data sources and maintain databases and dashboards
- Identify, analyze, and audit complex data sets
- Filter and “clean” data by reviewing recent reports of team members
- Work with management to prioritize business and information needs
- Locate and define new process improvement opportunities
- Work with the team and other business leaders to identify opportunities for improvement
- Create day to day CRM reports for internal teams and/Management
- Use graphs, infographics and other methods to visualize data
- Establish KPIs to measure the effectiveness of business decisions
- Create presentations and reports based on recommendations and findings

#### **Basic Qualifications**

- Proven working experience as a Data Analyst or Business Data Analyst
- Professionally qualified in Finance/ Computer Science/ Information Management/ IT or Statistics
- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Strong knowledge and experience in Advanced Excel
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at auditing, report writing and presenting findings both Financial & Non-Financial data
- Hands on experience with Power BI, Tableau would be an added advantage.

#### **Application process**

If you think you have what it takes to be successful in this challenging role, please apply within 10 days of this advertisement by email to [hello@medfuture.com.au](mailto:hello@medfuture.com.au) indicating the position allied for on the subject line of the email.

*We will be only responding to the candidates that are short listed for an interview process and DO NOT apply who are not qualified to handle reporting tools in MS Excel.*