Job Title:	Global Data Analyst		
Location:	Douglassville, PA	Travel Required:	Less than 10%
Reports To	Global Data Manager	Position Type:	Full-Time

Job Description

World Travel Inc. is seeking for a an experienced, passionate and motivated Data Analyst to join our Global Data team. As a Data Analyst, the prospective candidate will play a key role in our organization to ensure that we are adding value back to the company. The primary goal will be to work directly with all entities and communicate all findings to help us make smarter, data-backed business decisions. The Data Analyst is also responsible for processing all imported data using our existing process and adopting new process to increase efficiencies.

ROLES AND RESPONSIBILITIES

- Participate in data load activities including data cleansing and quality evaluation and improvements.
- Manage deliverables according to the plan.
- Working alongside teams within the business or the management team to establish business needs.
- Work with development team on the creation or modification of automated modules and processes.
- Assist with collecting and interpreting travel data.
- Create monthly audit reports for client import data.
- Assist in resolving data quality issues.
- Create procedural documentation as it relates to data load processes or Produce procedural documentation as required.
- Perform data auditing functions and assist Global Partners with error resolution.
- Implementing Pre and Post Trip data feeds with new Global partners.
- Meet customer deadlines.
- Communicate potential delays and roadblocks to Operations Supervisor and/or the appropriate Account Manager for communication to customer
- Work with the account management team to ensure that customer expectations are clearly defined and met.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's Degree

Must possess professional experience in data/warehousing/business intelligence/and some level of corporate travel / airline data component knowledge

Familiarity of GDS data formats.

Minimum three years of travel-related experience

Ability to work with stakeholders to assess potential risks.

Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.

Experience with using queries in SQL and advanced functions in Excel.

Ability to collaborate effectively and work as part of a team.

Strong verbal and written communication skills.

An analytical mind and inclination for problem-solving.

Problem-solving skills enabling individuals to analyze difficult situations or impasses and to craft solutions.

Interpersonal skills, particularly the ability to collaborate effectively with others—a critical aspect of team-based work.

Organizational skills, including networking, communicating well with other parts of the company, and navigating the political landscape, all of which help the team get things done and avoid conflicts with operating units and their personnel.

Excellent communication skills.

Ability to write and understand SQL

PREFERRED SKILLS

Bilingual Capabilities
Results-Oriented
Decision Making
Organizational skills
Interpersonal skills and Relationship Building
Flexibility
Stress Tolerance

ADDITIONAL NOTES

THE GLOBAL DATA ANALYST WILL BE RESPONSIBLE FOR BOTH THE ANALYSIS OF GLOBAL TRAVEL DATA, AS WELL AS, THE MAINTENANCE AND UPDATES OF OUR IT INFRASTRUCTURE. THE GLOBAL DATA ANALYST MAY ALSO BE REQUIRED TO PROVIDE CLIENT ASSISTANCE WITH REPORTING AND DATA RELATED QUESTIONS.