



BUSINESS DATA ANALYST, SPEAKER BUREAU

SUMMARY/OBJECTIVE:

The Business Data Analyst is a vital position to The CM Group Speaker Bureau division providing clean and quality data analytics to internal and external stakeholders. The Business Data Analyst will be responsible for system data extraction from a variety of platforms, maintaining operational systems, processes, and policies in support of the division's missions – specifically to support analytical reporting, information flow, and business process. The Business Data Analyst will also work with the division of Compliance to provide reporting necessary to ensure all members of the Speaker Bureau division are acting within compliance guidelines and reporting standards are met and/or exceeded.

JOB FUNCTIONS:

The Business Data Analyst is responsible for analytical reporting and deliverables both internal/external, tracking & reporting internally/externally on system data across clients within the Speaker Bureau division.

This position is a customer-facing position as well as internally across departments and requires excellent customer service skills. The Business Data Analyst works directly with our Associate Director of Speaker Bureau Operations as well as client management teams to deliver key data. The Business Data Analyst has direct responsibility for managing all assigned projects and collaborating with other team members to ensure seamless coverage.

The Business Data Analyst applies independent judgement to perform professional level analysis of data sets, budget information or business processes relating to management functions or business operations and may identify or recommend action and/or options based on the results of the analysis performed.

SPECIFIC TASKS

Reporting Deliverables	Providing regularly scheduled reporting deliverables on a weekly, monthly, quarterly and annual basis. Full cycle data extraction and analysis reporting: establish requirements, develop layout and designing, continued maintenance and execution.	Speaker Bureau Compliance Finance
Ad hoc reporting requests	Provide quality reporting data analysis for internal stakeholders as needed	Speaker Bureau Compliance Finance
Quarterly Business Reviews	Works with Team Lead to analyze data to develop and update tables and graphs within PowerPoint decks on a quarterly basis for Speaker Bureau	Speaker Bureau
Cvent Point of Contact	Main POC with Cvent account managers to ensure any Cvent related issues or enhancements are communicated and followed up on through to completion	All Departments
Cvent Administrator	Manage and maintain all CVENT Admin features such as updating speakers, task lists, meeting request form questions and workflows.	Speaker Bureau

Cvent User Support	Train and support users on the creation of CVENT sites and other CVENT functionality inquiries.	Speaker Bureau
Technical Support	Provide technical support (Excel, Word, DocuSign, Survey Monkey, etc.) as needed.	Speaker Bureau
System Streamlining	Supporting Speaker Bureau Operations Manager in workflow streamlining initiatives	Speaker Bureau

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

ANALYTICAL SKILLS – Ability to compare, contrast and quality check work and keen attention to detail. Can present numerical data orally and in writing or through graphics.

COMMUNICATION SKILLS – Superior interpersonal and customer service skills.

COMPUTER SKILLS – Proficient in Microsoft Office including Word, Excel and Power Point, especially spreadsheets, database and reporting tools. Knowledge of Salesforce, Veeva Events and CVENT is preferred.

DECISION MAKING SKILLS – Ability to make clear, concise decisions and solve complex problems.

ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS – Establishing and maintaining an excellent relationship with the client and the participants is critical to the success of this position.

ORGANIZATIONAL SKILLS – Ability to organize, plan and prioritize work in a fast-paced work environment. Ability to achieve goals in a timely fashion.

TRAVEL – Occasional travel to meet with clients is required. This may include weekends and evening hours.

WORK ENVIRONMENT, POSITION TYPE, EXPECTED HOURS

This job is a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This is a full-time position. Days of work are Monday through Friday, 40 hours per week.

Required Education and Experience

- Bachelor’s Degree
- Experience with large, complex data sets
- Proficiency (medium to high skill level) with various desktop applications such as Microsoft Excel, Word, PowerPoint and/or Access.
- Proficiency (medium to high skill level) of relational database management systems such as Veeva, salesforce.com
- Work experience within the pharmaceutical industry strongly preferred.

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- Strong organizational, problem solving, and analytical skills, to recognize and resolve complex problems requiring the use of technical principles and in-depth, experience-based cross-functional knowledge.
- The ability to prioritize and work on multiple projects.
- Collaborative, team-player with a can-do attitude

EEO Statement

The CM Group is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to sex, sexual orientation, gender identity or expression, race, color, religion, national origin, ancestry, genetic information, citizenship, age, disability, pregnancy, genetics, veteran status, or any other protected status under applicable federal, state, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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