



Data Analyst

The Company

Founded in 1973, Meyer and Associates is a boutique direct-marketing company, selling insurance products through the sponsorship of college and university alumni associations. We employ about 25 people in an entrepreneurial environment.

The Position

This is a roll-up-your-sleeves position in a fast-paced, client-driven, regulated business. We seek a technically confident high achiever who takes initiative, learns fast, and thrives on variety. Teamwork is essential.

The Responsibilities

As we have become increasingly reliant on complex data and data procedures, we need a detail-oriented data analyst to manage several processes:

- **Data Manipulation.** Download, review, and map data using established rules and tools, sanity checks using historical data, and slice and dice based on segmentation rules. Use pivot tables, v-lookup, and more.
- **Vendor Management.** Oversee database processing including merge/purge/opt outs, data hygiene, data appends and modeling.
- **Documentation Management.** Maintain data rules, processes, and procedures.
- **Reporting.** Collect, manipulate, run, and disseminate recurring and ad hoc reports. Some are internal. Some are with third parties. Some need modification.
- **Assistance.** Help others design reports, manipulate data, and routinize their work by consulting and advising on an as-needed basis.
- **Analysis.** Eventually, digest reports, make observations, and draw conclusions.

The Requirements

We're looking for the right person to fill this position. Contenders must:

- "Fit" well with existing team
- Have a Bachelor's degree
- Possess excellent communication, math, and reasoning skills
- Demonstrate relevant quantitative analysis experience
- Understand small business and be willing to pitch in as needed
- Be bright, able to multi-task, and a self-starter
- Have excellent Excel and Access skills (SQL skills are a plus)

The Next Steps

- Submit your resume to employment@meyerandassoc.com with "Data Analyst" in the subject line. Include a customized cover letter; submissions without such a letter will not be reviewed. If you do not live in New Jersey within 25 miles of Chatham, please indicate why a job in Chatham is appealing to you.
- Candidates of interest to Meyer and Associates will be contacted with additional information about the position and for a preliminary phone interview and employment testing. Some candidates may then be invited for an interview.