**Position Title:** Jr. Data Analyst  
**Department:** Information Technology, Brokerage  
**Reports to:** Senior Data Analyst  
**Employment Status:** Full-time (37.5 hours per week)  
**Work Hours:** Negotiable; 8:00 a.m. - 4:00 p.m. preferred  
**FLSA Status:** Exempt  
**Supervisory Responsibilities:** N/A

**Position Summary:**  
Montachusett Regional Transportation Authority (MART) is looking for an ambitious Data Analyst to join our dynamic IT team. In this role, you will collaborate with multiple departments to ensure data accuracy, support informed decision-making, and identify key trends. Your analytical skills will be pivotal in enhancing data management practices, optimizing efficiency, and generating actionable insights. If you thrive in a fast-paced environment and are passionate about data, this opportunity offers an ideal platform for growth.

**Essential Functions and Responsibilities:**

* Data Analysis: Utilize advanced Excel techniques to manipulate and analyze large datasets, delivering insights that support key decisions.
* Collaboration: Work closely with cross-functional teams to understand data requirements and deliver on projects.
* Data Quality: Identify, investigate, and correct data discrepancies while maintaining high standards of accuracy.
* Reporting: Produce clear and concise reports, presenting findings in an easily comprehensible format for stakeholders.
* Process Optimization: Assist in refining data collection processes to improve accuracy and efficiency.
* Actionable Insights: Collaborate with development teams to translate business requirements into actionable insights.
* Validation: Conduct thorough data validation using standardized procedures to ensure error-free data.
* Problem Solving: Demonstrate a problem-solving mindset, addressing challenges at both micro and macro levels.

**Qualifications:**

* Excel Proficiency: Demonstrated capability in data analysis using advanced Excel techniques.
* T-SQL Experience: 1-2 years of experience working with T-SQL for querying and data manipulation.
* Analytical Skills: Strong analytical mindset to derive insights from complex datasets.
* Communication Skills: Effective communication with the ability to convey findings to both technical and non-technical stakeholders.
* Organizational Skills: Exceptional attention to detail and ability to manage multiple projects simultaneously.
* Adaptability: Willingness to learn continuously and adapt in a dynamic, fast-paced environment.

**Preferred Skills:**

* Familiarity with data visualization tools (e.g., Tableau, Power BI).
* Basic understanding of database management principles.
* Experience with programming languages like Python, JavaScript, or Go is advantageous.
* Knowledge of statistical analysis techniques (e.g., T-tests, binomial distribution, Poisson distribution).

**What MART Offers You:**

* Competitive compensation package and benefits.
* Opportunities to work on machine learning and data engineering projects.
* Hands-on experience with Power BI and other visualization tools.
* Real-world problem-solving opportunities leveraging your degree.

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| **PHYSICAL REQUIREMENTS** | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Ability to work closely with diverse group of people |  |  |  | X |
| Regular, predictable attendance |  |  |  | X |
| Ability to sit for extended period |  |  |  | X |
| Use of hands and fingers to operate telephone and computer |  |  |  | X |
| Moderate noise |  |  | X |  |
| Hearing |  |  |  | X |
| Dusty Environment |  | X |  |  |
| Exposure to Fumes/Odors | X |  |  |  |
| Exposure to Heat/Cold Temps |  | X |  |  |
| Climbing Stairs |  | X |  |  |
| Walking | X |  |  |  |
| Stress |  |  | X |  |
| Standing |  | X |  |  |
| Stooping |  | X |  |  |
| Bending |  | X |  |  |
| Climbing Ladder | X |  |  |  |
| Twisting Neck |  |  | X |  |
| Bending |  | X |  |  |
| Reaching/Pulling/Pushing |  | X |  |  |
| Lifting 10 lbs. or less |  | X |  |  |
| Lifting 40 to 50 lbs. | X |  |  |  |
| Driving |  | X |  |  |
| Specific Vision Abilities- close vision due to computer work |  |  |  | X |
| Color Vision – Ability to identify and distinguish colors |  |  | X |  |
| COGNITIVE  REQUIREMENTS | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Communication Oral |  |  |  | X |
| Communication Written |  |  |  | X |
| Interpreting Skills |  |  |  | X |
| Implementing | X |  |  |  |
| Evaluating |  |  |  | X |
| Organizing |  | X |  |  |
| Consulting | X |  |  |  |
| Analyzing |  | X |  |  |
| Presenting | X |  |  |  |
| Supervising | X |  |  |  |
| Ability to Deal with Stressful situations |  |  |  | X |
| Ability to Deal with Trauma, grief, death | X |  |  |  |
| Ability to deal with Public Contact |  |  |  | X |
| Decision making |  | X |  |  |
| Work with Others |  |  |  | X |
| Work Alone |  |  | X |  |
| Concentration |  |  |  | X |
| Comprehend and follow instructions |  |  |  | X |
| Relate to Others |  |  |  | X |
| Influence Others | X |  |  |  |
| Perform complex or varied tasks |  |  | X |  |

**Special Comments:**

**Manager Signature: Date**

**Chief Financial Officer Signature:** **Date**

**Human Resources Signature:**  **Date:**

**Printed Employee Name:**

**Employee Signature: \_\_\_\_\_\_ Date:**