

Under general direction and reporting to the Director of Operations, performs a variety of duties that involve the collection, cleansing, and reporting of book and magazine sales data from MagNet partners across North America. This position may also require direct communication with the MagNet partners, internal IT Staff, as well as external publishers and clients.

Contact jobs@magnetdata.net for more information or to submit a résumé for consideration.

Responsibilities

- Assist with receipt of regularly scheduled data files from MagNet partners and clients
- Client sales estimates as required, utilizing internal reports and sales data
- Perform regular and ad-hoc audit of sales files, summarizing findings and addressing with partners
- Create client report requests using Cognos BI and Excel in executive presentation format
- Assist in daily operations as it relates to new retailers, data anomalies and data clean up, including "error processing"
- Assist with customer service and client inquiries via phone/email communication, including regularly scheduled status calls
- Assist in creating new and manage existing client rate cards
- Ad-Hoc financial reporting and other analyses as requested
- Assist in the creation of the monthly MagNet Newsletter
- Assist in user acceptance testing for new report development and report enhancements
- Assist with client user security for the MagNet Cognos data portal
- Demonstrate the MagNet Cognos data portal for new and prospective clients
- Assist in all areas of business growth and expansion
- Other duties as assigned

Skills

- 2 years financial and/or other analytic experience
- Problem solver with critical thinking skills
- Team player with strong communication skills
- High organizational skills and client-focused
- Proficient in all MS Office software
- Exceedingly high proficiency in Excel and PowerPoint
- Tableau experience helpful