



## **Roles and Responsibilities**

### **Data Analyst**

**Philosophy:** Aligned with the Maschmeyer Concrete Mission Statement and Core Values, the Data Analyst assists the Director of Business Intelligence in a number of roles. These functions include, but not limited to:

- Report Publication, assists in production of daily, weekly, and monthly, operations, sales reports.
- Database Maintenance, collecting data from primary or secondary sources and maintaining databases and systems.
- Analysis, assists in performing productivity, sales, and cost analysis, along with necessary new venture research.

#### **Report Publication:**

Operational KPIs, assists in the daily production of the Operational Key Performance Indicator Reports.

Sales KPIs, assists in the daily production of the Sales Key Performance Indicator Reports.

Cost of Goods and Labor, assists in weekly production of material reconciliation and measurement of labor metrics reports.

## **Database Maintenance:**

Mining of Business Data, through utilization of collection systems while filtering for accuracy.

Updating of Databases, keeping operating systems and spreadsheets current with relevant data.

Inventory Control, tracks internal material transfers, collects month end counts, corresponds with department managers to reconcile discrepancies, and reports accurate monthly totals.

## **Analysis:**

Identifying and Interpreting data, in order to assist in the isolation of relevant trends and patterns.

Research, conducts investigation of potential new systems and products, to improve business function.

***Our Mission*** *To be the supplier of choice by consistently delivering quality products and services in a safe and timely manner. We will make it easy for our customers to do business with us while providing a superior work atmosphere for our team members.*