

Data Analyst Job Description Template

Here's an example of a data analyst job description template that you can adapt for your team's hiring needs. Feel free to add or remove the amount of responsibilities, experience, and qualifications needed based on the seniority of the role. Enjoy!

— The DataCamp Team



Data Analyst

Description

As a data analyst at **[add company name]**, you will be responsible for providing accurate business metrics and extracting actionable insights for business stakeholders to make data-driven decisions.

The data analyst will partner with a diverse set of stakeholders across functions, geographies, and products. **[Add a thorough description of the different types of projects and data sources, and outline the specific deliverables a candidate is expected to deliver.]**

The ideal candidate possesses strong quantitative analytical skills, data visualization skills, and communication skills.

Responsibilities

- Own the design, development, and maintenance of ongoing metrics, reports, analyses, dashboards.
- Work with large datasets on data extraction, cleaning, analysis, visualization, and presentation.
- Enable data-driven decision-making by identifying, structuring, and executing product and performance analyses.
- Build cross-functional partnerships with the product, business, and engineering teams to drive key business decisions.
- Design, perform and analyze A/B tests.
- **[If necessary, add or remove additional job requirements]**

[Insert website here]

[Insert logo here]

Experience

- Bachelor's degree or equivalent practical experience.
- ***[X+ years of relevant working experience.]***

Minimum Qualifications

- Strong knowledge of statistics (*e.g., A/B testing, hypothesis testing, time series forecasting, etc.*).
- Proficiency in BI data visualization tools (*e.g. Tableau, PowerBI, Google Data Studio*).
- Strong proficiency in SQL and experience with NoSQL databases such as MongoDB and Cassandra is a plus.
- Proficiency in spreadsheet tools (*e.g. Google Sheets or Excel*).
- Proficiency with Python or R for data analytics (*e.g. pandas, matplotlib, dplyr*).
- Excellent stakeholder management skills.
- Excellent written and verbal communication skills.
- Ability to tell stories with data, and deliver data-driven insights to different types of audiences.

What will make you stand out

- Familiarity or experience with working on large data sets and distributed computing (*e.g. Hive/Hadoop/Spark/Presto/MapReduce*) is a plus.
- ***[If necessary, add a preferred qualification]***