

ANALYTICAL CONSULTANT / DATABASE ANALYST

Working as a key team member in an evidence-based management consulting team, the Analytical Consultant / Database Analyst will support a diverse range of projects by assembling data, conducting analyses, performing research, operating data-driven methodologies, and compiling results in graphical and written summaries. You will excel in a fast paced environment, managing multiple responsibilities and deadlines. The ideal candidate would be an effective communicator who combines solid technical skills with pride in excellence, who also demonstrates the potential to grow into a client-facing consulting role and/or an analytical consulting role (i.e. development of simulation models).

Please read the Response Information at the end of this job description before applying.

Responsibilities

Responsibilities include the following:

- Conduct analyses using spreadsheets, statistical software, and databases
 - Develop and maintain scripts and queries to import, manipulate and clean data from different sources
 - Assemble and maintain databases to support analyses
 - Create, operate and maintain script-driven methodologies for the generation of analysis and reports. These methodologies involve VBA coding, logical problem solving, and basic math skills.
 - Perform quality assurance on generated results to ensure consistency
- Preparation of “client ready” deliverables
 - Prepare professional results in presentation and document format
 - Quality assurance on final results for consistency in numbers and formatting
- Interacting with clients and client organizations
 - Dealing with data providers in client organizations, specifically in the development of data requests, checking of data received, and follow up with data providers on data issues.
 - Dealing directly with clients on projects involving technical methodologies
 - Presenting results to clients in a clear and respectful manner, and maintaining professionalism in collecting feedback
- Project management and quality assurance of active projects
- Managing, training, and mentoring staff in best practices in analysis and data handling
- The position can also involve the development of user interfaces, charting applications, and database applications, however this is not a core requirement of the position.

Required Qualifications

The company is looking for a results oriented self-starter who is able to assume responsibility and ownership for active projects. The applicant must meet the following requirements:

- 3 years of work experience with Microsoft Access (not including coursework)
 - Ability to work with VBA, specifically record level manipulation with ADO/DAO
 - Ability to work with SQL syntax (this can be with assistance of query editors)
- Strong command of Excel, including VBA
- Takes pride in achieving excellence - detail oriented, organized, careful and takes mistakes seriously
- Self motivated and self driven, with demonstrated ability to quickly and independently learn new concepts
- Strong problem solving and creative thinking skills
- Strong written and verbal communication skills
- Ability to prepare professional documents and presentations using Microsoft Word and Powerpoint
- Professionalism in working with clients and working in a team environment
- University degree

Applicants are encouraged to highlight how they meet these requirements in their cover letter.

Desired Skills and Experience

- Experience in leading challenging projects under tight deadlines
- Experience with Health Care data (Discharge data, Surgical Systems, MIS, Emergency Department), and/or experience in Health Care informatics
- Experience in auditing databases and analyses
- Additional database and analysis skills in SQL Server, including competency with SQL syntax
- Additional programming experience is an asset
- University degree in a technical field (i.e. Computer Science, Statistics, Engineering, Mathematics, Operations Research, Industrial Engineering etc)
- Strong analytical skills including statistics, simulation, and optimization, or at least a strong understanding of how these techniques are used in decision support.
- Project management and process improvement experience
- Experience in managing staff and/or project teams

Company Profile

AnalysisWorks is a Vancouver-based management consulting firm that specializes in evidence-based decision support. Our principals have a unique combination of analytical and management consulting skills including facilitation, strategic planning, business process re-engineering, as well as statistics, forecasting, simulation, optimization, database development, and data warehousing.

Our solutions are comprehensive, robust, and scaleable yet easy to understand. In each engagement, we work with our clients to identify the solution approaches that best meet the urgency, accuracy, and budget requirements. We have a strong track record of accomplishments with a range of organizations, resulting in a steady growth pattern. The majority of our client base is currently in health care, however the demand for our services is expanding into manufacturing, research, airlines and other industries.

As a member of a fast growing company this position offers significant potential to undertake responsibility and develop new skills. Members of our team assume new and expanded responsibilities as soon as they demonstrate excellence in their current functions. Each member of the team can grow their career into directions that align their interests and natural talents.

Response Information:

AnalysisWorks is a fast growing company that offers a competitive salary with significant opportunities for learning and career development. To apply to this position, please email your resume and complete the evaluation as listed on www.analysisworks.com/About-Us/Careers.html . Those applicants that meet the required qualifications listed above should be able to complete the evaluation with minimal effort. **Applicants who do not submit this evaluation component will not be considered.**

This is a full-time position in Vancouver - we will not consider offers for contract employment. While all applicants are thanked for sending in their applications, only those selected for interviews will be contacted. Those applicants that are invited for an interview will undergo a technical evaluation. No phone calls please.