

Position: Data Analyst

Full Time, 100%, 40 Hours a week

Annual Salary Range: \$25,000-\$35,000USD

Start date: June 2020

## JOB SUMMARY

The Data Analyst will work with the Data Management Team to support the organization in collecting, cleaning, validating, analysing, consolidating, reporting and visualizing data from internal and external stakeholders. The ideal candidate will be proactive and detail-oriented, with advance Excel and statistical skills and strong experience in managing data. This person must be able to work independently and be proactive in improving current processes.

## JOB SCOPE

- Gather, clean, validate, analyse, consolidate and identify gaps in data sets from internal and external stakeholders.
- Carry out desktop research.
- Attend to data queries and troubleshoot data inaccuracies and inconsistencies.
- Update and maintain database or data sets.
- Carry out data mapping between different data sets.
- Carry out minor configuration various data systems (technical training will be provided).
- Interpret data, analyse results, generate insights and prepare reports.
- Create visualization of data.
- Assist in development and management data governance including data registry, processes and policies.
- Continuously seek and propose areas for improving data management, integrity and reporting.

## JOB REQUIREMENT

- Bachelor's Degree or equivalent from a reputable university in Mathematics, Statistics or Computer Science.
- At least 3 years working experience in related field.
- Strong problem solving and analytical skills with attention to data integrity
- Excellent command of spoken and written English.
- Strong communication and interpersonal skill.

- Advance Excel skills required.
- Ability to work independently and as part of a team.
- Show high level of initiative.
- Flexible working hours is a must due to difference in international time zones

To apply: Please submit by email both a resume/CV and cover letter to [RecruitmentOffice@TextileExchange.org](mailto:RecruitmentOffice@TextileExchange.org) with the subject "Data Analyst". Applications will be considered on a rolling basis as they are submitted. Early application submission is strongly encouraged. We regret that we will only be able to contact short-listed candidates.

**About Textile Exchange:** Textile Exchange is a global non-profit that creates leaders in the sustainable fiber and materials industry. The organization manages and promotes a suite of six leading industry standards, as well as, collects and publishes critical industry data and insights that enable brands and retailers to measure, manage and track their use of preferred fiber and materials. With more than 400 members representing leading brands, retailers and suppliers, Textile Exchange has, for years, been positively impacting climate through accelerating the use of preferred fibers across the global textile industry and is now making it an imperative goal through its 2030 Strategy: Climate+. Under the Climate+ strategic direction, Textile Exchange will be the driving force for urgent climate action with a goal of 35-45% reduced CO2 emissions from textile fiber and material production by 2030. Textile Exchange currently has six standards certified by over 20 certification bodies with over 10,000 certified sites all around the world.

To learn more about Textile Exchange, visit: [TextileExchange.org](http://TextileExchange.org)