

# Recruitment Data Analyst

Permanent (Full Time) / Midlands - United Kingdom / PESOM-07954y

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## Summary

### Recruitment Data Analyst

#### Duties and Responsibilities:

- Utilise research methodologies to perform extensive local market research.
- Conduct secondary research, including finding information from industry associations, statisticians and marketing experts.
- Creation of internal databases to capture market and existing client data.
- Creation and delivery of surveys to targeted groups.
- Apply advanced statistical analysis to create Customer specific Rate Cards.
- Generate reports that analyse different clients across three e-procurement technologies.
- Apply proven communication and problem-solving skills to guide and assist the user group on issues related to the design, development, and deployment of this assignment
- Appropriately manage the customer and supplier relationship by building a professional rapport, following up consistently, and by maintaining ongoing contact and communication.
- Other Duties as assigned

#### Qualifications:

- Minimum education required: A Level or Equivalent In what field of study: General
- Minimum years experience required: Experience required from the following fields, Market research, Business- Coordinator, Analysts, Project Specialist or Recruitment/HR Administrator.

#### Skills required:

- Market Research experience.
- Familiarity with advanced statistical analysis and research methodologies desirable.
- Proficient computer skills-internet, Windows environment, email, MS word and advanced Excel including, Vlook ups, index matching and VBA coding.**
- Ability to identify opportunities for process improvements and make recommendations on process and procedures that are more efficient.
- Ability to apply logic and reasoning as appropriate.
- Excellent written and verbal communication skills.
- Attention to detail.
- Good organizational skills.
- Be able to work in a fast paced environment.

Ability to multitask.

Ability to work in a team environment.

Demonstrated time management skills.

Ability to be proactive and anticipate the needs within the specific area of service

Knowledge of E-Tools.

European Languages desirable

**Interested candidates should forward an up to date CV to [susan.omeara@peglobal.net](mailto:susan.omeara@peglobal.net) or call me on 021 4297900**

Although it is not possible for us to respond to all applications, we at PE Global will do our utmost to give you feedback on your application. You have sent your Cv into us as a company and even though you have sent your CV to a particular position, we are making the reasonable assumption that you are active on the job market and as part of our normal recruitment service we will discuss other suitable positions with you. You are free to opt out of this so please specify in your application to us if you just want to be contacted in relation to a specific vacancy. Your Cv is sent to a central recruitment inbox which a number of people in the applicable PE Global division have access to and so this means that you might not be contacted by the named person in this advert.