

Job Description: Data Manager

Location: Kolkata, West Bengal

Key Responsibilities:

- **Data Analysis:**
 - Conduct baseline and endline assessments to measure program impact.
 - Utilize statistical software such as SPSS, Minitab, etc., for data analysis.
 - Interpret and present data results to stakeholders through detailed reports.
- **Data Capturing & Structuring:**
 - Develop and implement data capturing strategies.
 - Structure and organize data for optimal use and accessibility.
 - Ensure data consistency and integrity across different sources.
- **Data Management & Sanitation:**
 - Manage large datasets and ensure secure data storage.
 - Perform data sanitation to maintain data quality and accuracy.
 - Develop protocols for regular data updates and maintenance.
- **Data Modeling & Dashboard Creation:**
 - Create and maintain data models to support decision-making processes.
 - Develop interactive dashboards for real-time data visualization and analysis.
 - Utilize data modeling techniques to predict trends and outcomes.
- **Big Data Analysis & Predictive Modeling:**
 - Analyze large volumes of data to extract meaningful insights.
 - Implement Big Data tools and techniques to enhance data analysis capabilities.
 - Develop predictive models to forecast future trends and inform strategic planning.
- **CRM Management:**
 - Utilize CRM platforms to manage donor and project data.
 - Ensure seamless integration between CRM systems and other databases.
 - Provide insights from CRM data to improve stakeholder engagement.

Qualifications:

- **Education:**
 - Bachelor's or Master's degree in Data Science, Statistics, Computer Science, or a related field.
- **Experience:**
 - Proven experience in data analysis, data management, and data modeling.
 - Hands-on experience with statistical software platforms such as SPSS, Minitab, etc.
 - Knowledge of CRM platforms; Salesforce experience is preferred.
- **Skills:**
 - Strong analytical and problem-solving skills.
 - Proficiency in data capturing, structuring, and sanitation techniques.
 - Expertise in dashboard creation and Big Data analysis.
 - Experience in predictive data modeling.
 - Excellent communication and reporting skills.
 - Ability to work independently and collaboratively in a team environment.

How To Apply

Interested candidates can share their updated cv at contact@pmspl.net.in mentioning the name of the position in the subject line.