



## Job Description – Excel Expert

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**Job Title:** Analyst/Excel Expert  
**Reports to:** Management  
**Department:** Accounting/Finance/Operations  
**FLSA status:** Exempt  
**Revised date:** September 1, 2021

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**For more information or to apply, please contact:**

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*Phone: (440) 990-2440 ext. 105*

### **Purpose**

We are urgently looking for candidates with superb organization skills and attention to detail to support manufacturing workplace. Nothing less than an Excel guru with strong VLOOKUP skills and ability to merge and analyze files.

Analyst will be responsible for performing data maintenance, as well as special data projects for finance and other departments within the company.

### **What We Look For In An Expert**

- You are extremely analytical. It's all about 0's and 1's for you.
- You have an excellent attention to detail and ability to work in a fast-paced environment.
- You have excellent communication skills and a friendly, approachable personality.
- You can show subject-matter expertise in Microsoft Excel.
- You have excellent presentation skills and are comfortable interacting with groups.
- You safeguard accuracy of ad-hoc projects.

If you love manipulating data in Excel, digging into a database to discover its secrets, or automating manual processes, this may be the role for you.

### **Essential Functions**

- Responsible for developing, maintaining and automating internal and external reports.
- Provides support to teams or management by collecting and analyzing data and reporting results.
- Investigating data to find patterns and trends.
- Converting data into usable information that is easy to understand.
- Develop and implement databases, data collections systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Ability to acquire data from primary and secondary sources and maintain databases/data systems.
- Responsible for data consolidation, data analysis and management reporting.
- Utilizes software to generate metrics and develops actionable recommendations.
- Validate and ensure integrity and accuracy of all data. Identify inaccurate data and disregard as appropriate.
- Evaluate and interpret results and analysis in terms understandable to the appropriate audience.
- Other requests as assigned, including ad-hoc priority requests

### **Education & Experience**

- Must be proficient in Excel
- Ability to perform repetitive tasks with excellent attention to detail (Excel all day long)
- Effective communication skills
- Experience with an ERP preferred
- 1 to 3 years of related experience preferred
- Ability to influence business decisions with concrete financial support
- Work independently in solving business issues and taking initiative
- Partner with the customer / other functional teams to drive business results and meet deliverables
- Identify risks and opportunities

### **Work Environment**

Work is performed in the offices located near the shop floor. Position requires sitting and some walking on the production floor. Work environment is fast-paced, requires sound judgment and employee must be able to multi-task. Exposure to loud noises, production environment and cold and heat may occur.

### **Physical Demands**

Task	Activity Level
Standing	Rarely
Walking	Occasionally
Sitting	Constantly
PPE Requirement	Depending upon task, the following safety gear may be required: Long pants, closed-toe work boots, safety glasses, gloves, ear plugs, etc.

### **Work Hours**

Position is full-time and scheduled on the first shift and will be physically located at the main plant. Employee may be required to work overtime as needed.

### **Acknowledgement**

By signing below, I acknowledge that I have received a copy of this job description, I further understand that this job description is intended to provide guidelines for expectations and is not intended to be construed as an exhaustive list of all functions, skills, or abilities. Additional functions may be assigned by supervisors or managers as deemed appropriate. This document does not represent a contract of employment and the Company reserves the right to change this description at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employees Name Printed: \_\_\_\_\_