

Reporting Analyst

Job Type: FULLTIME

Location: Uxbridge, ON, CANADA

Company URL: <http://www.scarsin.com>

Contact Email: careers@scarsin.com

Description:

Scarsin Corporation, located in Uxbridge, Ontario, a 30 minute counter commute from Newmarket, Markham, Pickering, Ajax, and Whitby, is a growth company serving the needs of Fortune 500 companies on a global basis. Scarsin helps clients with multi-billion dollar business units draw insights about their environment and make strategic investment decisions about their future. Scarsin is a highly entrepreneurial company where employees take active roles in shaping the company's future.

Scarsin is currently seeking candidates for the Full-Time position of Reporting Analyst.

Scope

The successful candidate must be adept at working in a collaborative/problem solving team environment to analyze the needs of Scarsin's customers and deliver reports under tight deadlines. He/she must be proficient with the use of Microsoft Office, especially Excel and PowerPoint. Additionally, the successful candidate must be able to learn new software quickly, solve problems, and apply critical thinking and strong mathematical skills to address the needs of Scarsin's customers. The candidate will work directly with the Reporting and Operations Manager to deliver weekly and monthly scheduled reports as well as daily ad hoc requests using Scarsin's proprietary I2E system.

- Can easily learn new tools, industries, and technologies
- Is comfortable sharing knowledge, assisting other team members, and working on multiple simultaneous tasks with minimal supervision
- Pays keen attention to details and is meticulous in delivering client requirements to the highest standards of quality and accuracy
- Self-starter, willing to take the initiative
- Works well under pressure

Responsibilities

- Interact directly with clients when required to analyze requests
- Build tables, graphs, and presentations using Scarsin proprietary tools
- Edit exported files where necessary

- Perform data validation
- Update system with data from a variety of sources

Qualifications

- University degree or college diploma in Business, Mathematics, or related major
- Strong skills in Microsoft Excel and PowerPoint
- Excellent verbal and written communication skills
- Excellent investigative and problem solving skills
- Ability to understand business problems and deliver appropriate solutions with a rapid turn around
- Ability to learn new software applications quickly

Experience with the following technologies and/or industries is not required but is considered an asset:

- Office macro / VBA programming
- Familiarity with the pharmaceutical industry
- Familiarity with municipal government

To succeed in this role, you must be energetic, motivated and results-oriented. Scarsin Corporation is an equal opportunity employer. We offer a competitive compensation package and the opportunity for performance based bonuses.

Please email your resume in Word or PDF format to careers@scarsin.com or pminshull@scarsin.com

We wish to thank all applicants in advance for their interest in this position. However, only the candidates selected for interviews will be contacted.