



Data Analyst

Andrews Wharton Inc. - Greater New York City Area

Job Description

Andrews Wharton is seeking an individual with a degree in math, statistics or marketing for the position of Project Analyst to work on site in our Commack, NY office. Your function will be to track results from our clients' and partners' marketing activities and provide performance trends and actionable insights to senior management. Direct Marketing experience is a plus, however not required. The candidate must be very comfortable in a numbers driven environment and highly proficient in delivering timely and accurate analyses. This position also requires strong written and verbal communications, working directly with our clients and marketing partners.

The ideal candidate will:

- have an advanced knowledge of Microsoft excel (macros, v-lookup and pivot tables)
- be extremely detail oriented
- create insightful excel based reports which will guide senior management decisions
- have the ability to work both collaboratively and independently
- ensure quality output of analytical initiatives to support the Data Manager and Operations team
- be able to follow detailed production schedules, track multiple projects and meet deadlines
- understand and can communicate the implications of his /her analysis

Responsibilities

- Prepare Weekly and Monthly performance reports for various programs.
- Communicate and reconcile activity with clients and providers on a weekly and/or monthly basis.
- Design and implement analytical reports to evaluate and monitor the performance of marketing initiatives.
- Based on analysis identify and communicate actions to be taken.
- Run ad-hoc "what if scenarios" to evaluate current and prospective programs.
- Prepare and distribute proposal forms to clients and/or providers.
- Maintain pricing and sales report, ensuring current status of all programs.
- Keep regular contact with internal staff members and senior management regarding any issues with sources/campaigns.
- Prepare and coordinate program status reports for periodic program update meetings.

Compensation

We offer a competitive salary commensurate with experience.

We offer participation in a 401(k) plan.

Please visit www.andrewswharton.com to learn more about our organization. Please send resume and cover letter to careers@andrewswharton.com.

Company Description

Founded in 2001, Andrews Wharton, Inc. is a privately held direct response solutions provider offering the strategy, data, analytics, enhancements, and lead generation services needed to acquire and cultivate committed buyers. We assist our clients in identifying and understanding their most important customers and prospects and then create custom tools to efficiently reach them through any touch point. We are a growing firm and offer an environment for advancement.

Additional Information

Type:

Full-time

Experience:
Associate

Functions:
Analyst

Industries:
Marketing and Advertising