



Ready to start your career? UPN is currently looking for an entry-level **Data Analyst** located just 5 minutes south of KCI in **Kansas City, MO**. This candidate will be responsible for examining and develop guidelines for data integrity. Define, create and implement processes to ensure all information are stored correctly in databases. Ability to analyze data, make recommendations and effectively communicate data assessments to users and upper management.

Specific responsibilities include:

- Develop, manage, audit and test data on various reports from multiple systems
- Identify data control guidelines and data integrity procedures
- Share solutions and communicate data quality across organization
- Work within multiple databases/servers
- Strong staff advocacy, focus and passion to uphold data integrity
- Performs miscellaneous duties as assigned by management, including special reports and projects. Uses various office technologies as required.
- Reports to work on time and maintains a satisfactory attendance record. Completes work on a timely basis.
- Other duties assigned by management.

Requirement for the position include:

- Local Kansas City area candidates preferred.
- High School Diploma or a Bachelor's degree.
- Minimum 1 year experience in analyzing data.
- Telecommunications experience preferred.
- Understand the importance of data integrity
- Proficient with personal computers. Proficient knowledge of MS applications suite of products including Word and Power Point. Expert knowledge of Excel required. Expert knowledge of Access preferred.
- Must be detail oriented and able to handle multiple tasks and projects simultaneously.
- Must have willingness to work in fast-paced environment.
- Ability to work individually and team environment on projects with no or limited supervision
- Ability to effectively communicate data assessments to users and upper management
- Efficiently organize and prioritize projects and assignments to meet deadlines
- Must be self-motivated, open to learn and take on challenges

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity/Affirmative Action Employer: M/F/D/V

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