Ogier

Job Description

Job Title: Data Quality Analyst
Department: Business Development & Marketing
Jurisdiction: Hong Kong

Purpose of the role

This role will be responsible for improving data quality within the firm and assisting the business development team in implementing a global, data-led strategy. The candidate will report to the Client Services & Research Manager based in Hong Kong.

Key responsibilities

- Monitoring and reviewing data that is entered into the firm's matter and client relationship management systems, checking for completion and accuracy.
- Data cleansing - identifying, assessing and resolving any data quality issues.
- Developing good relationships with users across the firm and interacting with them to resolve any data quality issues.
- Developing data quality best practice guidelines and providing user training.
- Providing ad-hoc support to ensure that best practice is followed.
- Addressing the root cause of data inconsistencies and recommending improvements.
- Ensuring that the business has access to complete and accurate client data to support decision making.
- Measuring and reporting to management on the progress of data quality improvement.

Competencies

- Ability to review, analyse and manage large volumes of data
- Outstanding attention to detail and a meticulous approach to work
- Strong organisational skills
- Excellent communication skills, both written and verbal
- An aptitude for analysis and client reporting

Technical Skills

- Educated to degree level or equivalent
- Microsoft Office with advanced knowledge of Excel
- Knowledge of Interaction and Elite would be beneficial but not essential