



RIDLEY TERMINALS INC.

JOB DESCRIPTION

Data Analyst

A Non Bargaining Unit Position

FUNCTIONS

The Data Analyst function is to assist the Operations Department in fulfilling their goal by providing business support and analyzing plant performance to assist with increasing efficiencies.

RESPONSIBILITIES:

- Work closely with and assist in providing business, clerical and administrative services to Operations as required.
- Ability to evaluate business processes, anticipate requirements, uncover areas for improvement, and assist in developing and implementing solutions.
- Facilitate, maintain, update and take responsibility for aspects relating to the Business Intelligence System. Including the management of RTI's system wide dashboard.
- Leading ongoing reviews of business processes and assisting in developing strategies. Prioritize initiatives based on business needs and requirements.

- Attend meetings, record minutes and distribute as required.
- Gather critical information from meetings with various stakeholders and produce useful reports.
- Effectively communicate your insights and plans to cross-functional team members and management.
- Monitoring facility performance.
- Help design, document, implement and maintain system processes.
- Serve as a liaison between site coordinators and stakeholders.
- Ensure timely completion of projects and deliverables.
- Constantly be on the lookout for ways to improve issues and deliver better value to the organization and customers.
- Prepare and maintain a Procedure Manual for the Data Analyst position.
- Respond to general inquiries from sales-people (or outside agencies) and public.
- Route and distribute incoming mail and email.
- Answer routine letters and email.
- Schedule appointments and maintain group calendars.
- Complete forms in accordance with company procedures.
- Other duties as required.

RELATIONSHIPS:

- Reports to the Senior Manager
- Internal Contacts: Operations Coordinators, RTI teams
- External Contacts: Vendors, suppliers, stakeholders, contractors and consultants

STANDARDS AND EXPECTATIONS

The functions and responsibilities listed in the previous sections are general guidelines. The Data Analyst is expected to act in a manner consistent with accepted principles of management, including the following:

1. Demonstrate a high degree of professionalism and work ethic.

2. Acquire and maintain a working knowledge of site safety and operations.
3. Flexibility with respect to assignments and work schedules.
4. Absolute confidentiality is required.
5. Work effectively and efficiently with minimal supervision.
6. Set and continuously maintain priorities.

HIRING CRITERIA:

Experience:

1. Experience in business administration.
2. Experience with spreadsheet computer applications.
3. Highly proficient with Microsoft Office Suite programs.
4. Experience writing technical instructions or process.
5. Experience in analyzing data to draw business-relevant conclusions and in data visualization techniques and tools.
6. Experience creating detailed reports.
7. The following will be considered assets:
 - Experience in cross training others. i.e. Business Analyst
 - Experience giving presentations.
 - An understanding of databases and reporting tools.
 - Experience in heavy industrial/plant setting.
 - Project Management experience.
 - A history of leading and supporting successful projects.

Skills:

1. Excellent communication skills, verbal and written.
2. Well-developed analytical skills required.
3. Self-motivation and the ability to work independently and in a team environment are required.
4. Ability to maintain confidentiality.
5. Excellent planning, organizational and time management skills.
6. Competency in Microsoft applications including but not limited to Word, Excel, Power Point and Outlook.
7. A track record of following through on commitments.
8. Excellent interpersonal skills necessary.
9. Attention to detail.

10. Basic knowledge in generating process documentation.

Education:

1. Grade 12 or equivalent with an emphasis on business, mathematics or sciences required.
2. Training in computer-based applications – such as Microsoft Word, Excel, etc.
3. Business Certification or Diploma from recognized institution is an asset.

Prepared: January 31, 2019

Approved: _____
Senior Manager

Date: _____