

BUSINESS ANALYST PITTSBURGH, PA

SEEKING CANDIDATE WITH INTEREST IN ENTERING DATA AND KNOWLEDGE OF EXCEL AND SPREADSHEETS TO ASSIST IN ENHANCING, TESTING, REVIEWING, AND IMPLEMENTING ORGANIZATIONAL SKILLS FOR THE BENEFIT OF THE COMPANY.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Analyze data and utilizing reporting tools to assist internal customers with maximizing profitability.
- Use Microsoft Excel's features such as pivot tables to organize data for analysis.
- Work closely with internal customers to obtain information, understand scope of work, and communicate status of analytic projects.
- Effectively utilize SharePoint to manage workflow, independently navigate and document daily tasks.
- Track projects and documents in SharePoint assisting the Information Technology team's organization and communications.

QUALIFICATIONS:

- Great customer service skills with the ability to be patient and outgoing. A people person as you will be communicating on the phone via email and IM. Also, must be ok with person to person contact.
- Able to prioritize, work independently, and effectively manage time and resources with effective organizational skills.
- Effective communication skills: written and verbal.
- Proficient computer skills and Microsoft Office experience (Outlook, Word, Excel and PowerPoint).
- Knowledge of SharePoint is a plus.