

## **Costco - Data Analyst**

Data Analysts are responsible for importing, transforming, and validating or querying data with the purpose of understanding or drawing conclusions from the data to drive decision-making. They may use modeling techniques to form data in ways that can be analyzed and/or queried to identify data quality issues, anomalies or deviations. Individuals in this role generate ad hoc reports and regular datasets or report information for end-users using system tools, database or data warehouse queries and scripts. They also integrate data from multiple sources to produce requested or required data elements. They work closely with business groups, IT verticals, and governance teams to provide information to drive data quality and usage decisions.

In this position, the Data Analysts are responsible for querying data sources to import and transform private and/or sensitive data requested by the legal departments. This includes generating ad hoc reports. They work closely with Legal, Human Resources, and Payroll departments, as well as the IT Data and Analytics teams.

### ROLE

- Identifies and interprets trends, patterns, and correlations among various data points.
- Analyzes data for quality and completeness in accordance with established data governance policy and standards.
- Develops scripts to report and extract data for analysis.
- Designs and creates the data reporting environment, including data sources, security, and metadata.
- Creates data quality control processes to audit extracted lists ensuring data governance is maintained on all processes.
- Performs data profiling and business analysis (logical modeling) to determine the most effective ways to measure and provide data.
- Applies statistical methods and visualization techniques in generating business insights.
- Provides insights as to the best means to analyze and combine multiple data sources to form accurate and meaningful datasets.
- Defines and ensures adherence to new process improvement opportunities.
- Performs testing and validation of data and data sources.
- Applies best practices and data governance to database and reporting solutions.
- Performs data mapping and tracing from system to system in order to solve a given business or system problem.
- Supports initiatives for data integrity and normalization.
- Provides technical expertise on migration, mining, and cleansing of data.
- Supports and informs data stewards and custodians to ensure quality of master data changes and additions.
- Prepares documentation of relationships, integration, and flow of data.
- Supports tooling for capturing and maintaining metadata elements within a repository.
- Identifies and resolves problems often anticipating issues before they occur or before they grow; develops and evaluates options and implements solutions.

### REQUIRED

- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Adept at SQLs queries, report writing, and presenting findings.
- Detail oriented and possess strong problem solving skills, with the ability to analyze a situation for potential future problems.
- Strong technical documentation and writing skills.
- Strong communication skills and able to work effectively with all levels of the business and IS.
- Responsible, conscientious, and possess a passion for excellence.

- Self-motivated and able to work independently, with little supervision.
- Demonstrates an ability to grow technical skills and learn new technologies.
- Able to support off-hours work as required, including weekends, holidays, and 24/7 on call responsibilities on a rotational basis.
- Strong verbal communication skills.

#### Recommended

- Familiarity with any of the following:
  - CARTs+ (ServiceNow)
  - Alteryx, iSeries/AS400/RPG and Hadoop
  - Scripting (PowerShell, Bash, Google Apps, etc.)
  - Costco's core business environment related to Merchandising, Warehouse Operations, and company philosophies.

#### Required Documents

- Cover Letter
- Resume
- Last two performance reviews
- Attendance records for current year (Do not include absences covered by paid sick/personal time, FMLA or other protected absences.)

California applicants, please click [here](#) to review the Costco Applicant Privacy Notice.

Apart from any religious or disability considerations, open availability is needed to meet the needs of the business. If hired, you will be required to provide proof of authorization to work in the United States. Applicants and employees for this position will not be sponsored for work authorization, including, but not limited to H1-B visas.