JOB TITLE: **Expert Data Analyst**

DEPARTMENT: **Spend Intelligence Group**

LOCATION: **Boston**

Please submit a cover letter with your application

Does your perfect day consist of analyzing complex information to find useful insights and connections? Do you like to slice-and-dice data to provide critical solutions that are useful to the company and its clients – or do you like to just do it for fun? If you have a strong desire to learn new tools and technologies to solve business problems, then we have the job for you.

PowerAdvocate is seeking an Expert Analyst to join our growing company, providing cutting edge intelligence to improve the energy industry. We are looking for a team player who thrives in a dynamic environment, and wants to enrich data to deliver superior customer results.

As an Expert Data Analyst within PowerAdvocate's Spend Intelligence Group you will use your keen eye for detail, your creative analytical skills, and your love for working in a team to help PowerAdvocate maintain its leadership position in energy information. The Expert Data Analyst is a key member of the Spend Intelligence Group, responsible for the data aggregation, normalization, classification and enhancement process which turns raw customer spend data into PowerAdvocate Spend Intelligence. The analyst will utilize robust technology tools and energy industry knowledge to create a truly unique product that is one of PowerAdvocate's fastest growing solutions. This full-time position has the opportunity for flexible hours and ability to work from home.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
In addition to the following, other duties may be assigned to meet business needs:

- Perform data extraction, manipulation, cleaning, analysis and QA of large datasets
- Research energy industry data to accurately and granularly classify spend into industry-specific schema
- Gain familiarity with energy industry suppliers and their services and products in order to accurately and granularly classify spend
- Build data intelligence around business rules to deliver reportable and actionable information to stakeholders
- Participate on a self-managed Agile Scrum team, an innovation PowerAdvocate has adapted from the software development domain

QUALIFICATIONS/REQUIREMENTS:

- Exceptional analytical, organizational, problem solving, and time management skills with attention to detail
- Proven ability to learn quickly in a fast-paced environment, to manage multiple tasks and/or projects with changing priorities and to communicate effectively at all levels
- Likes the balance of working independently and being a member of a team
- Enjoys organizing large data sets, identifying discrepancies, and making appropriate adjustments
- Experience with Excel to solve complex quantitative problems and analyze data
- Demonstrated a willingness to think creatively and offer new ideas to solve problems
- Bachelor's degree required
- 0-3 years' experience

Pluses:
- Experience in the energy industry
- Proficiency with databases
- Experience in spend analysis
- Fluent in technical Spanish
- Some programming experience

PowerAdvocate offers a complete package of rewarding programs, including competitive salaries and customized benefits. We'll also provide you with extensive training, education and information resources to help you develop in your career.

We also have fun!

In addition, PowerAdvocate holds monthly all Hands Meetings followed by a happy hour at a local pub. We have sport teams (e.g. ping pong tournaments, running club, volleyball and basketball team); and we have special events including picnics, ski trip, golf outing, a yearly holiday party as well as community outreach activities at local charities e.g. Greater Boston Food Bank, Cradles to Crayons.

If you are interested in becoming part of our team, please apply online at
http://careers.poweradvocate.com/careers/

At PowerAdvocate, we celebrate differences and are committed to leveraging the diverse backgrounds and perspectives of our workforce to provide opportunities for our employees, our clients and our business. We are an Equal Opportunity Employer – F/M/D/V.