Description

Job Number: 132

Job Title: Sales Data Analyst

Type: Full Time, Non-Exempt

Location: Corporate Office, Los Angeles, CA

The Dunn-Edwards Corporation is looking for experienced, talented, and motivated individuals to fill a variety of positions. Dunn-Edwards is the largest employee-owned paint company in the United States. We offer competitive wages, a wide range of benefits, and excellent career opportunities.

About the Role:

Dunn-Edwards Sales Data Analyst will work with our Sales Analysis and Administration team at Dunn-Edwards headquarters and will assist the Sales Administration/Analysis Director in maintaining the accuracy and integrity of the customer master database, pricing database, and related data files. Provides analysis of transaction variances, determining cause and corrective actions when errors are discovered. (Entry-level information technology experience is a plus.) Works under direct supervision of the Sales Administration/Analysis Director.

Must be able to pass DMV, Background Check, and Drug Screen.

Dunn-Edwards uses the Homeland Security E-Verify I-9 Compliance System.

Dunn-Edwards is an Equal Opportunity Employer, M/F/D/V.

Essential Roles and Responsibilities:
Monitor an assortment of variance and exception reports to determine the source of error and work with appropriate personnel to determine the most effective solution to systemic errors as directed by management.

Document findings and coordinate the implementation of the solution by training users to access, manipulate, and utilize the information.

Develop Sales reports as needed.

Develop training processes and necessary documentation.

**Master Database Maintenance:** Help develop business processes and procedures to insure the accuracy and integrity of the key SAP master databases and function modules, which include Customer Master and Pricing. Develop monitoring capabilities to determine errors and inconsistencies in the master databases at time of setup and periodically thereafter. Develop and implement corrective action plans to quickly eliminate errors. Determine the appropriate departments and personnel to be responsible for maintenance of the various master databases, and assure the individuals are adequately trained on proper maintenance techniques.

**Analysis and Sales Reporting:** Develop exception reports for all sales transactions to identify unusual or out of tolerance pricing conditions or problems with the customer file. Follow-up with source departments to determine cause and corrective action. Research specifically designated problems noted by departments, and provide answers and recommendations to correct. Develop auditing mechanisms to test system internal controls for adequacy; make recommendations for changes and/or improvements when necessary. Create Sales reports using SAP Query Designer, SAP Quick View query tool, table scans and/or SAP BW/BI as requested.

**Are You?**

- Able to demonstrate the required skills
- Confident, a self-starter, and motivated to succeed
- Able to manage multiple tasks in a systematic and well-organized fashion
- Known for your responsiveness and excellent customer service
- Able to function well independently and as a team member
- Able to maintain a high level of confidentiality and professionalism

**Requirements**
Communication and Language Requirements:

- For safety reasons, ability to read, write, and communicate in English is required.
- Must have excellent verbal and written communication skills
- Must have ability to read and interpret documents such as safety rules, company policies, financial reports, and legal documents.
- Must have ability to produce reports, effectively present information, and respond to questions from individuals and groups

Education and Experience Requirements:

- Bachelors Degree in a relevant business field is required
- Minimum 2 years experience in accounting or sales support role is required
- Course work or experience in SAP ECC, BW/BI required
- Skill in creating table searches and queries for analysis; in exporting data into various formats; and in merged letter functionality is required
- Microsoft Office skill in Excel analysis tools; in Word merging; and in Access to create, modify, and analyze databases and reports is required
- Ability to work with mathematical concepts such as probability and statistical inference is required
- Entry-level information technology skills are a plus

NOTE: A quiz may be administered to applicants as part of the interview process.

How to Apply:

Reference Job Title and Job 132 in your letter of interest, send with your resume, and answer the Screener Questions, following the instructions on Career Builder. The interviewing Managers will contact the most qualified applicants.