NORMAN®

Data Processing Analyst I - La Palma, CA

Norman International Inc.
$20 – $25 / hour

Job details

Pay	Job type
$20 – $25 / hour	Full-time

Location

La Palma, CA

Job Description

With more than 50 years of unwavering passion for quality, Norman International Inc. is among the world's largest and most respected manufacturers of window coverings. Our long-standing commitment to quality and craftsmanship have made us the number one choice for homeowners who demand only the best! We are growing and seeking a Data Processing Analyst I who is highly proficient in Microsoft Excel to ensure the smooth transmission and validation of data across our internal systems.

(This is not a remote job. This is a full-time position requiring onsite work in La Palma, CA. After the training period, 1 day per week can be remote.)

Responsibilities:

- Assists with the management of internal data systems.
- Reviews and validates data entry across all data systems to ensure data entry is accurate, effective, and efficient.
- Assists with defining business and technical requirement based on business problems.
- Assists with data manipulation, migration, merging of large and complex data sets.
- Works with Project Manager and internal and external stakeholders to provide accurate estimate and delivery timelines.
- Works with Project Manager to define project scope, schedule, and requirements; and generate technical documents for developers to execute.
- Includes evaluation, analysis, documentation of requirements, translation into proper system requirement specifications and configuration.

Requirements:

- Advanced understanding of Microsoft Excel, and general proficiency in other Microsoft applications.
- Advanced analytical, critical thinking, and problem-solving skills.
- Understanding of systems and database relationships and how it affects business processes.
- Excellent interpersonal and organization skills.

- Able to work effectively within a team.
- Bachelor's degree in Business Administration or related field preferred.

Benefits:

- Paid time off and holidays.
- Eligible for Benefits (Medical, Dental, Vision, Life, Long-Term and Short-Term Disability Insurance, Paid-Time-Off, Paid Holidays, Pet Insurance, etc.).
- 401K with Company match after 1 year of employment.

Norman is an equal opportunity employer of all qualified individuals; including minorities, women, veterans, and individuals with disabilities, and regardless of sexual orientation or gender identity. Norman will consider for employment qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

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