

Job Posting

Corporate Title Agency's downtown Traverse City location I looking for a **Network and Data Analyst** to ensure data and network systems are operating with efficiency, security, and recoverability. Gather business requirements and write code to generate reports and work within a team to provide user assistance.

What you will be doing:

- Store, retrieve, and manipulate data for analysis of system capabilities and requirements.
- Create business intelligence reports, including design of related databases, spreadsheets, or outputs.
- Oversee the daily performance of computer systems.
- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems.
- Review and analyze data retrieval performance indicators to locate code problems, and correct errors by correcting codes.
- Implement business rules via stored procedures, middleware, or other technologies.
- Map data between source systems, data warehouses, and data marts.
- Write and code logical and physical database descriptions and specify identifiers of database to management system.
- Specify users and user access levels for each segment of database.
- Review project requests describing database user needs to estimate time and cost required to accomplish project.
- Perform data backups and disaster recovery operations.
- Design, configure, and test computer hardware, networking software and operating system software.

Experience, skills and abilities you will bring to the position:

- Bachelor degree in computer science, software development, or equivalent work experience
- 3-5 years work experience in network, security, and data environment
- Technical knowledge; SQL Development, Network Certifications
- Must be able to work a flexible schedule and open to 24-hour on call availability
- Able to lift and carry up to 30 pounds
- Strong analytical and problem solving skills
- Excellent written and verbal communication skills; ability to interface with users in a positive and effective manner
- Must work well in a team environment; sharing knowledge freely and communicating openly

Benefits of working here:

- Health, dental insurance
- 401(k) retirement investment program
- Generous paid time off for work/life balance
- Paid holidays
- Professional, respectful and team oriented office environment

Send resume to:

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Human Resource Director

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