

Data Reporting Analyst – Environmental Reporting

Full-time, Knoxfield, Melbourne VIC

We are looking for a highly motivated team player with sound technical skills and a customer service focus to join our reporting team.

- Environmental monitoring instrumentation
- Industry leader with global presence
- Continuous improvement focus

At ECOTECH, we believe together, we create solutions that shape the future. We do this by working with our customers to provide bespoke solutions by designing, manufacturing, operating and supplying sophisticated monitoring equipment. www.ecotech.com

When looking for new people to join our team, we look for people who share our values, who are like minded, courageous and passionate about their work. We are a strong competitor in a global market and have a reputation of being problem solvers in a complex, technical environment.

We currently have an opportunity for an experienced Data Reporting Analyst to join our Environmental Reporting Services (ERS) team. We are looking for a highly motivated team player with sound technical skills and a customer service mindset.

What will stand you apart is your solid track record in a similar role with a particular emphasis on your solid technical skills, continuous improvement and exceptional customer service delivery.

Reporting to the ERS Manager your role will be to:

- Liaise with customers to provide high quality reporting services
- Ensure accurate and timely data validation and production of data reports
- Recognise, troubleshoot and identify faults and other anomalies in monitoring data
- Drive continuous improvement to achieve product and service excellence
- Maintain client contact lists and report procedures for allocated projects

What you will need:

- Formal qualifications in environmental science, physical science or related field
- High level of computer literacy
- Strong organisational, problem solving and continuous improvement focus
- Excellent written and verbal communication skills with the ability to convey technical information
- Experience working with monitoring instruments
- Customer service mindset
- Experience managing multiple priorities to meet tight deadlines
- Experience working in a highly regulated environment (e.g. NATA, ISO 17025, AS/NZS9001)

Some of the benefits of working at ECOTECH include employee shared rewards and bonus system, on-going professional development and the opportunity to work as part of a friendly, supportive team in a growing organisation.

If you have the relevant experience and qualifications and believe you would be the right fit for our organisation, please submit your resume and covering letter, outlining your skills and experience relevant to this role

ECOTECH is an Equal Opportunity Employer. Applications close 6 Sep 2019 unless filled prior