

**Job Title:** Data Query Analyst  
**Department/Location:** IT / Exeter  
**Status:** Permanent / Full Time  
**Reports to:** System Architect Developer

**Job Purpose:** To provide secure and stable data feeds between applications and ultimately to the Sparex e-commerce solutions. Through best practice ETL (Extract, transform, Load) processes, work with application SME's to ensure data is synchronised and made available to key stakeholders.

**Key Responsibilities, Tasks and Approach:**

- Work closely with all data stakeholders including subsidiaries, product, software providers and development teams to help track, identify and resolve any issues with data validation, data errors and data integration between all front ecommerce systems and back office applications
- Offer ongoing support by responding to system/data problems in a timely manner
- Oversee all export and import processes for ecommerce data, including but not limited to ERP , PIM and Middleware systems
- Advise on best practice for robust data management and aid in the creation of guidelines and data input processes for relevant business functions: providing the framework for data quality and completeness
- Work closely with the ecommerce and web development teams to evaluate data requirements for data transfer and web development projects to include data feeds to third parties
- Support, diagnose and resolve server problems and help to recommend solutions for server and storage system improvements
- Continually develop ecommerce data management strategies: work to streamline existing data flow processes, including working with developers to development API solutions to facilitate internal and third-party supplier data requests
- Monitor the system performance by performing regular tests, troubleshooting and integrating new features make recommendations for software, hardware, and data storage improvements

**Mandatory Duties:**

- Work with due regard to the health and safety of both yourself and others.
- Commitment to Equal Opportunities.

This job description is a guide to the minimum requirements of the job. It is not intended to restrict activities which will contribute to the growth and profitability of Sparex Ltd.

**Signatures:**

Employee Name:

Employee Signature: .....

Date: .....

Person Specification	Description	Essential or Desirable	How Identified*
<b>Experience</b>	A minimum of 3+ years' experience in data base management or analysis	Essential	A/I
<b>Skills &amp; Abilities</b>	<p>High level knowledge of the following:</p> <ul style="list-style-type: none"> <li>○ SQL Inc. MySQL</li> <li>○ SSIS, Pentaho or similar ETL tools</li> <li>○ Excel</li> <li>○ FTP/ SFTP</li> </ul> <p>Experience of:</p> <ul style="list-style-type: none"> <li>○ API solutions</li> <li>○ Magento 1.9 or 2 or similar CMS platforms</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>A/I</p> <p>A/I</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>○ SQL accredited</li> </ul>	Desirable	A
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>○ Strong collaborative skills with the ability to work across business functions</li> <li>○ Deadline orientated</li> <li>○ Highly analytical</li> <li>○ Ability to work unsupervised</li> <li>○ Solution orientated with the ability to define simple solutions for complex issues</li> </ul>	Essential	I

**\*Key:**     A = Application Form  
              I = Interview