



## Operational Data Specialist

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**Department:** Service

**FLSA Status:** Non-Exempt

**Work Schedule:** 5-6 days per week, includes Saturdays in season

### POSITION SUMMARY

*Provides direct support to the Manager of Internal Operations at J. Tortorella Pools Service and Maintenance, Inc. and finance department by conducting research, heading up projects on an ad-hoc basis, and providing financial and operational detail reports and summaries. Deals with confidential information in a discreet, professional manner. This position exists to capture data from several procedures across multiple divisions for accurate analytics and efficiency improvements, inclusive of pricing and logistics. Assistance with other office related functions and/or within other Divisions will be expected on an as needed basis. MySQL experience a plus for report writing.*

### SKILLS & ABILITIES

**Education:** BA or BS preferred.

**Experience:** 3+ years previous experience as a data analyst with a record of progressive responsibility. Previous project coordination experience preferred.

**Other Requirements:** Expert level working knowledge of Microsoft Office Suite, and the internet. Professional and articulate, poised and confident.