

WE'RE HIRING DATA ANALYST



About Groups R Us

Groups R Us, a well-established Financial Services Provider (FSP) specialising in credit, funeral insurance, and group benefits, has a strong presence in key locations across South Africa. Our Head Office and Call Centre are located in Port Elizabeth.

Groups R Us sets itself apart in the financial services sector through consistent growth and notable industry influence. This success is driven by our skilled and dedicated team, who are the cornerstone of our ongoing achievements.

The Role

We are seeking a skilled and detail-oriented Data Analyst to join our team at the Pretoria office. As a Data Analyst, you will be responsible for collecting, processing, and analysing large datasets to support the company in making data-driven decisions.

► Key Responsibilities

- **Data Collection & Preparation:**
 - Gather, clean, and organise data from multiple sources.
 - Ensure the accuracy, integrity and consistency of data.
 - Perform data validation and quality checks.
- **Data Analysis:**
 - Analyse large datasets to identify trends, patterns, and correlations.
 - Create and maintain regular reports and dashboards.
 - Provide insights and recommendations based on data analysis.
- **Reporting & Visualisation:**
 - Develop clear and visually appealing reports, charts and dashboards for stakeholders.
 - Present findings to non-technical stakeholders, explaining complex data insights in an understandable way.
- **Collaboration:**
 - Work closely with other departments (e.g. marketing, finance, operations) to understand business objectives and data needs.
 - Support decision-making by providing data-driven insights and recommendations.
- **Tools & Technology:**
 - Use tools like Excel, SQL, or data visualisation platforms (e.g., Power BI) to analyse and present data.
 - Build and automate reporting processes to improve efficiency and accuracy.
- **Continuous Improvement:**
 - Identify areas for process improvement in data collection, analysis and reporting.
 - Stay up to date with the latest trends and technologies in data analytics.

► Qualifications

- **Education:**
 - Bachelor's degree in Data Science, Statistics, Mathematics, Computer Science, Economics, or a related field, is preferable but not a requirement – exposure and experience in the data field is required.
- **Experience:**
 - Proven experience as a Data Analyst or in a similar analytical role.
 - Strong experience working with large datasets and proficiency in statistical analysis.
- **Technical Skills:**
 - Advanced Excel skills, including pivot tables, formulas and data manipulation.
- **Soft Skills:**
 - Strong attention to detail and problem-solving ability.
 - Ability to communicate complex data findings clearly and concisely.
 - Strong organisational and time-management skills.
 - Ability to work independently and as part of a team.

How to apply:



[Apply Here](#)

Click on the link provided to complete the [Google form](#) and upload supporting documentation. If you do not receive a response in 3 weeks, please assume your application has been unsuccessful.

Application Deadline: 31 January 2025