



## PR/158083 | Digital Data Analyst

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1505303

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 11:35

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company Overview

One of our clients specializing in strategic communications, management, and technology consulting for global, regional, and national public and private organizations across Rising Asia is seeking a Data Analyst - Junior Role at Kuala Lumpur. This position supports strategic communications through data analysis, including media monitoring, in-depth research, and utilizing data analytics platforms to generate actionable insights. Proficiency in Microsoft Office applications and a solid understanding of social media platforms are crucial for this role.

#### Job Responsibilities

##### Strategic Communications

- Assist Managers and senior leaders with various communications and related activities for clients and internal

purposes.

- Conduct daily media monitoring and in-depth research on relevant news related to clients or business.
- Use data analytics platforms like Meltwater to extract, analyze, and interpret data, providing actionable insights for strategic communications.
- Identify trends, sentiment, and engagement related to brands, competitors, and industry topics through data analysis.
- Prepare concise reports based on data analysis, highlighting key insights and patterns.
- Utilize PowerPoint, Excel, and other Microsoft Office applications to support presentations, track deliverables, and compile reports.
- Understand content marketing and various promotional tools on social media.
- Manage collateral creation and design, including content sourcing, writing, editing, and supervising the design process.

### **Job Requirements**

- Diploma or Degree in Data Analytics or Mass Communications or a related field
- Minimum of 1-2 years of relevant work experience
- Understanding of social media platforms and current trends
- Strong analytical and critical thinking skills with attention to detail
- Ability to interpret data and present findings in a clear, actionable manner
- Strong skills in Microsoft Office applications – such as SharePoint, PowerPoint and Excel
- Self-driven, results-oriented, with a high level of personal initiative
- Excellent communication, interpersonal, presentation and analytical skills
- Ability to thrive in a fast-paced environment and manage multiple tasks.
- A proactive and collaborative team player
- Inquisitive and eager to learn, with a passion for seeking out new challenges and adventures.

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Company Description