PR/158083 | Digital Data Analyst

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1512358

Industry
Business Consulting

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
February 5th, 2025 13:00

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