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| Job Title: | Executive Data Reporting Analyst | Job Category: |  |
| Department/Group: | ATL - AIM Aviation Services | Job Code/ Req#: | 62632 |
| Location: | Hybrid  **Address**  6000 North Terminal Parkway Atlanta, Georgia 30320 | Travel Required: |  |
| Level/Salary Range: | $22/hr on C2C | Position Type: | Contract |
| Duration | 05/06/2024 - 12/31/2024 | Date Posted: | 04/25/2024 |
| Expenses Allowed | Yes | Posting Expires: | 04/29/2024 |
| **Quantity Requested** | 1 | Send Resumes to | resumes@taurusbiz.com |
| **Schedule:** | | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  8  **Time Zone**  EST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:15AM 5:00PM Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  Executive Data Reporting Analyst will be responsible for executive administration support and services. To  include budget management task associated with the Aviation Information Systems (AIS). AIS provides IT  support in a variety of areas for the Department of Aviation. AIS has 1 Deputy GM, 4 AGM and 5 Directors that  will require support. AIS has over 50 contracts for hardware and software to provide maintenance support and  equipment as needed.  **Responsibilities**  · Perform executive level administration task, coordinating and scheduling meetings, Conduct personnel support  such as interview scheduling and performance management tracking for the division.  · Manage the executive’s daily calendar, including scheduling meetings, confirming appointments, writing  itineraries, and arranging for transportation. Executive Assistants also train other administrative staff on  company policies and best practices. Ensure they can efficiently accomplish key tasks and company initiatives.  Acting as the administrative point of contact between the executives and internal/external clients  Undertaking the tasks of receiving calls, take messages and routing correspondence.  Handling executives’ requests and queries appropriately, managing action register and report as  required.  · Has the ability to maintain privacy and confidentiality of key sensitive matters and information Exemplary planning and time management skills  Up to date with advancements in office gadgets and applications  Ability to multitask and prioritize daily workload.  High level verbal and written communications skills  · Performs specialized duties in budget management in accordance with City processes and rules.  · Confirms purchase request details and prepares appropriate documentation.  · Process daily, weekly, monthly, and quarterly reports of approved budget, amount spent, and variances.  · Prepare management reports related to budget as needed.  · Conducts invoice and purchase order reconciliation.  · Communicates and maintains working relationship with user agencies, internal department staff, and suppliers  to meet customer expectations; assists with questions and concerns regarding Oracle policies.  · Resolves conflicts concerning goods/services at department and vendor level.  · Inspects invoices and troubleshoots problems between divisions and vendors to include price discrepancies,  credits, and other payment terms.  · Assists in the development and review of budgeting procedures and methods.  · Follows standardized procedures and written instructions to accomplish assigned tasks.  · Ensure all procurement assigned are current and the method of procurement is approval and accordance to  City of Atlanta process.  **Support**  · Follow division team handbook and policies and procedures.  · Work collaboratively with others to achieve team and organizational goals; prioritize projects and/or tasks;  provide constructive input to achieve team goals  · Deliver a customer-focused, responsive service to customers; support efforts to enhance business efficiency  and effectiveness; demonstrate a positive, “can-do” attitude; respond constructively to new information,  changing conditions, and unexpected obstacles  · Support and provide assistance to the Strategic Objectives and Wildly Important Goals (WIGS) of the Division  and Department of Aviation  · Perform other related duties incidental to the work described herein.  **Knowledge, Skills & Abilities**  · Strong Microsoft Office software skills  · Strong problem-solving skills  · Ability to apply experience and professional knowledge to carry out assignments in professional area. Ability to  apply knowledge across organization or discipline lines.  · Good oral and written communication skills. Good technical writing, people skills and customer service skills.  · Strong research and troubleshooting skills  **Non-Technical Skills**  The applicant must be able to manage multi ple projects and/or task concurrently. Must be a self  starter and be able to use own judgment/initi ati ve to undertake acti viti es with minimal supervision.  The candidate must also have excellent oral and writt en communicati ons skills as well as the ability  to work alone or within a team environment. Applicants employed in this positi on will be required  to work extra hours, as needed, and to be on-call for scheduled aft er-hour emergencies and  respond to aft er-hours emergencies as needed. | | | | | |
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| Reviewed By: | Swathi G | Date: | 04/25/2024 |
| Approved By: | Ram S | Date: | 04/25/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/25/2024 |