

Mexico Jobs Expertini®

Junior Data Operations Analyst - Mexico City

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Company: Circana

Location: Mexico City

Category: computer-and-mathematical

Let's be unstoppable together!

Circana (formerly IRI and NPD) is the leading advisor on the complexity of consumer behavior. Through unparalleled technology, advanced analytics, cross-industry data, and deep expertise, we provide clarity that helps almost , of the world's leading brands and retailers take action and unlock business growth. We understand more about the complete consumer, the complete store, and the complete wallet so our clients can go beyond the data to apply insights, ignite innovation, meet consumer demand, and outpace the competition.

At Circana, we are fueled by our passion for continuous learning and growth, we seek and share feedback freely, and we celebrate victories both big and small in an environment that is flexible and accommodating to our work and personal lives. We have a global commitment to diversity, equity, and inclusion as we believe in the undeniable strength that diversity brings to our business, employees, clients, and communities (with us you can always bring your full self to work). Join our inclusive, committed team to be a challenger, own outcomes, and stay curious together. Learn more at

What will you be doing?

The department will be responsible for developing and maintaining strong IT and technical relationships with our participating retailers across LATAM as well as other internal operations partners to ensure information data flow:

Deliver retailer data files on an agreed weekly delivery schedule.

Deliver retailer files that conform with the necessary data feed structure and content.

Provide Circana with advance notice of any changes to retailer data feeds so that Circana can prepare for those changes.

Deliver data files that are free from errors.

Work with Circana to urgently resolve any queries about the data that may arise during the production process.

Job Responsibilities

Working with Circana's Global Operations departments to align data receipt processes in LATAM with Circana's global processes and, where relevant, determining how processes need to be adapted to fit with the specific circumstances of the business in LATAM.

Collaborating with Circana's different operations and client-facing departments to contribute to an overall positive relationship with Retailers/Clients.

Review classification and dictionary maintenance of certain items/industries.

Execute and build pre-production and production reports.

Working with IT and technical teams at retailers to: Secure additional data sources to facilitate the production process (buy lists, new products)Maintain proactive communication with retailers to gain upfront visibility on changes to data feeds.Lead onboarding sessions with relevant retailer team members.Lead diagnosis with retailers to evaluate and resolve data issues that arise during production.Conduct data reviews during the production process.

Requirements

Bachelor's degree preferably in Industrial Engineering, Business Operations, Data science, or similar.

+ years of experience with data analysis, ideally data feed management and client services.

+ years of direct or indirect Retail Industry business operations experience.

Knowledge and experience in managing retailer data, file conversion, etc.

Proficient in MS Office Excel, PowerPoint, and Word (Access or SQL is a plus).

Capacity to work with a high volume of data and develop and maintain relationships with

clients.

Ability to make clear decisions where required, but also co-exist within a team environment and understand role within the broader data production process.

Able to work fluently in English in technical and business discussions (Both written and verbal)

Portuguese is a plus.

Circana Behaviors

As well as the technical skills, experience, and attributes that are required for the role, our shared behaviors sit at the core of our organization. Therefore, we always look for people who can continuously champion these behaviors throughout the business within their day-to-day role:

Stay Curious: Being hungry to learn and grow, always asking the big questions

Seek Clarity: Embracing complexity to create clarity and inspire action

Own the Outcome: Being accountable for decisions and taking ownership of our choices

Center on the Client: Relentlessly adding value for our customers

Be a Challenger: Never complacent, always striving for continuous improvement

Champion Inclusivity: Fostering trust in relationships engaging with empathy, respect and integrity

Commit to each other: Contributing to making Circana a great place to work for everyone

Location: This position can be located in the following area(s): Mexico City, Mexico. You will be required to visit the Circana office in Mexico City one week per month.

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