

# CAPLUGS

## JOB DESCRIPTION

**SUMMARY:** The Sr Business Analyst supports the entire organization with data analysis, creation of reports and consults on business challenges to then capture, retrieve, organize and analyze data. The majority of time will be spent supporting the Sales, Marketing and Finance teams.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Produce Monthly Sales and Marketing reports working with Sales Operations, IT and Finance to gather, organize, formalize, analyze and perform data integrity check.
  - Maintain and own all reporting in Power BI
  - Complete monthly Operating Review not in Power BI & organize into a PowerPoint presentation
  - Support range of “ad hoc” reporting needs
- Manage project plan for data integration of all new acquisitions and prepare monthly reports for all new companies/product lines
- Develop Commercial (sales and marketing analysis) portion of Operating Business Review for Europe, Canadian Regions
- Business, Market and Customer Analysis of CRM generated data for reporting and identifying areas of business, sales improvements
- Determine proper customer and market segmentation coding for all new customers and implement
- Gather, organize and analyze financial, marketing data from internal ERP, other data sources and external databases for quarterly business review
- Planning and coordination of monthly Sales and Marketing team meetings in preparation for Business Operating Review for North America
- Review and validation of data integrity for all Caplugs entities.
- Support planning of annual strategy development with reporting, analysis, sales targets, coordination of product management plans
- Support the Sales Team, Market Managers, Senior Vice President of Marketing, the Sales Operations Manager, the Director of Marketing Communications and Global Pricing Manager with data retrieval, report creation and analysis of data beyond the monthly/quarterly/annual needs.
- Collaborate with a wide variety of functional areas such as sales, engineering, marketing, manufacturing, quality, information systems and operations on a variety of initiatives
- Responsible for complying with the company’s Environmental Policy Manual, applicable work instructions and reporting any environmental nonconformance and/or potential nonconformance to supervision or management.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor’s Degree especially in Marketing, Finance or Business and 2-3 years related work experience and/or training preferred; or equivalent combination of education and experience. Strong MS Excel, SQL and Power BI skills required.

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**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public. Excellent written and verbal communication skills and independent decision making capability. Excellent teamwork skills.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Advanced command of Excel required such as comfort with formulas and pivot tables. Knowledge of SQL required. Knowledge of MS Access is a plus.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Proven ability to influence cross-functional teams with formal authority.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to fingers, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Occasional travel may be required – no more than 10% of the time.