



## Job Description

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### DATA PROCESSOR

#### Qualifications:

- Graduate of Computer Science/Information Technology/Mathematics/Statistics is preferred
- Strong analytical and quantitative reasoning skills
- Meticulous and have a keen attention to detail
- Above average English language comprehension and communication skills (both written and verbal)
- Moderate to Strong knowledge in Microsoft Excel and its functionalities
- Moderate to Strong knowledge in SPSS
- Knowledge in Microsoft PowerPoint is an advantage
- Knowledge in SQL is an advantage
- Knowledge in Visual Basic or in any programming language is an advantage
- Willing to work the night shift

#### Duties and Responsibilities:

- Ability to advise on questionnaire design with a mind into how the data will be analyzed.
- Ability to adapt to client needs and expectation in a high pressured environment.
- Creative thinking to accomplish clients' objectives in a variety of techniques
- Validate data logic through marginal checks
- Communicate issues on a timely and professional manner
- Prepare files for the client
- Analyze data content
- Ability to come up with tools and processes that can hasten processes

To Apply: Email cover letter and resume to: [cebucareers@surveysampling.com](mailto:cebucareers@surveysampling.com)