

July 2025

JOB TITLE: Data Analyst & Statistician

RESPONSIBILITIES (in order of priority)

- With direction and oversight from Research Director, produces clean, accurate and timely research reports that meet client research objectives and needs across different types of research projects (i.e., including writing narratives, data and graphic representations of data). This data reporting must meet Omnitrak and industry best practice standards. This requires a high level of attention to detail.
- Conducts advanced statistics and weighting data sets for both travel & tourism and Hawai'i projects, as required.
- Develops survey questions/instruments, as the foundation for actionable and insightful reporting and analyses.
- Contributes to development of new, innovative research methodologies and analyses for both travel and tourism and Hawai'i research projects (e.g., dataset manipulation, and integration of new data sources, technologies).
- Supports Research Director in engaging with clients, staying current with client's research needs and issues.
- Displays a high level of professionalism in exchanges and communications with clients and coworkers.
- Responsible for other areas as assigned by the company.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a relevant field (e.g., economics, statistics, social science, applied math, etc.)
- At least 1 year of professional work experience. *Note: experience obtained in pursuit of an advanced degree can be considered a substitute for work experience for an employer.*
- Strong analytical ability and meticulous attention to detail.
- Ability to analyze, manipulate, and visualize data.
- Self-motivated with attention to detail and exceptional organizational skills with the ability to balance immediate and longer-term tasks and requirements.
- Knowledge of basic statistics and statistical concepts.
- Highly competent in MS Office, Word, Excel, and PowerPoint.
- Experience with statistical analysis/programming languages (e.g., SPSS, SAS, R, etc.).

PREFERRED SKILLS

- Knowledge of advanced statistical techniques and concepts (regression, classification, clustering etc.).
- Professional work experience (internships included) in marketing research, tourism research, or economic research within the past 2 years.
- Knowledge of survey research methodologies and survey design.
- Outstanding interpersonal skills, including the ability to communicate effectively with stakeholders.
- A well-developed sense of analytical thinking and an ability to summarize.
- Demonstrated ability to provide information in a clear, comprehensive, concise, and organized manner.
- Excellent written and verbal communication skills.

POSITION DETAILS

- Remote, with the ability to set work during any U.S. time zone.
- This position reports to Omnitrak's Research Director, Travel & Tourism Research.
- Benefits package includes health insurance coverage, 401K plan, 11 paid holidays, vacation/sick leave.