



297 Nelson Street W
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Phone: 1-866-887-3669
Email: careers@rfnow.com

Data and Systems Analyst

RFNOW Inc. is seeking a motivated and detail-oriented **Data and Systems Analyst** capable of managing large datasets, creating detailed reports, and streamlining system operations. The successful candidate will support ongoing projects from a technical/resource perspective, while also managing system integrations, data flow, and user access. They should be able to identify areas for system improvement and work independently across various teams.

Reports to:

Requirements

- **Excel Expertise:** Utilize advanced formulas to create reports, metrics, and KPIs from large datasets. Analyze and summarize data for effective decision-making.
- **System Integration & API:** May assist with system integrations and automation, using tools such as Postman, webhooks, or Python scripts. While API development isn't required, a working understanding of how integrations function will be valuable.
- **System Administration:** Manage system implementation, user roles, permissions, and data flow. Create reports and automate workflows within the system. Propose and implement improvements.
- **Project Involvement:** Participate in projects from a technical and resource perspective, contributing expertise to ensure successful system integration and data management.
- **Cross-Department Collaboration:** Work closely with multiple departments to manage data imports/exports, troubleshoot issues, and provide user training and support.
- **Process Improvement:** Identify and implement process improvements, ensuring system optimization and efficiency.

Preferred Qualifications & Experience:

- Proficient in Microsoft Excel, with experience using advanced formulas and analyzing large datasets.
- Experience with PowerAutomate, PowerBI, and Microsoft SQL Server are considered assets.



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- Experience with API development and system integrations is highly valued.
- Strong understanding of data schemas, field mapping, and data flow management
- Ability to manage multiple tasks independently, working under tight deadlines
- Excellent problem-solving skills and flexibility to adapt to evolving tasks
- Strong communication skills and ability to work well in a team environment

RFNow Inc. offers competitive salary packages, an incredible work environment, and career advancement opportunities.

If interested, please forward your resume and cover letter detailing your interest and qualifications to careers@rfnow.com.

RFNOW Inc. is an equal-opportunity employer. We welcome applications from people from all backgrounds and capabilities. Applicants are welcome to request necessary accommodations throughout our employment process.

About RFNOW Inc.

RFNOW Inc. is a successful, dynamic organization with opportunities to grow and specialize in a number of areas within the field of technology and construction including broadband wireless communication, fibre optics, network architecture/maintenance, directional drilling, cable plowing, line locating, tower building, residential and commercial service connections, and heavy equipment operation and maintenance.

Learn more at www.rfnow.com

> Contact us to learn more about **rewarding career opportunities!**

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