

**AEW CAREER OPPORTUNITY**

# Operational Data Analyst

## Private Equity

**LOCATION: BOSTON**

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### **Main Purpose of the Role**

AEW is seeking an Operational Data Analyst who will ultimately be responsible for assuring that the data we have as a firm is consistent and accurate across all the various systems and technology.

### **Responsibilities**

- Partner with AEW's data analytics team to develop and enforce data management processes that will increase the value of data to the organization.
- Ensure consistent and accurate data exists across all the various AEW systems using data governance processes and tools
- Monitor data accuracy for a variety of databases and schedules that are required to have high quality and up-to-date information.
- Work with business stakeholders to develop data driven processes, analytics and information management strategies for many aspects of AEW's business
- Collaborates with the Chief Operating Office, technology teams and business operations teams to manage strategic priorities.
- Collaborates with business executives to create analytical products that enable financial analysis and offer insights into business performance improvements.
- Manage the identification, prioritization, and remediation of data quality issues

### **Skills/Experience Required**

- 1-2 years experience working in a professional environment utilizing Microsoft office applications; SmartSheets, DealPath, Power BI, RealPage familiarity is a plus
- Familiarity with enterprise data governance concepts or tools as a plus
- Energetic, proactive self-starter and dedicated team player
- Strong communication; accountable and willing to communicate proactively internally and externally.
- Detail oriented and well organized
- CRE experience is a plus

**To apply for this position please e-mail your resume to [Jobs@aew.com](mailto:Jobs@aew.com)**