



## Data Analyst

Interested in joining a growing, people-first team? Arete is looking for a Data Analyst to round out our talented team.

**Job Title:** Data Analyst

**Language:** Bilingual (French and English)

**Location:** Longueuil and telework in a hybrid model

**Position:** Full-time

**Application Deadline:** Open until a suitable candidate is found

### A BIT ABOUT US

Our assistance programs provide unparalleled, research-backed support for employees, retirees and organizations across the country. And because people come first at Arete, the warm and compassionate way we deliver those programs is second to none—it's work you can stand behind and feel proud to be a part of.

Being a part of Arete comes with a competitive salary, excellent benefits package, flexibility and a leadership team dedicated to promoting a psychologically healthy workplace.

To learn more about us and our programs, visit [www.aretehr.com](http://www.aretehr.com).

### THE ROLE

As Arete's newest Data Analyst and under the supervision of the Director of Operations, you'll be responsible for creating, validating and reporting for internal and external needs, ensuring data integrity and supporting users in the optimal use of the system.

In addition, you'll:

- Develop, produce and analyze charts, graphs, reports and dashboards to support the management team in decision making.
- Develop, produce and analyze charts, graphs, reports and dashboards to support external client inquiries.
- Identify and document data needs and business rules.
- Validate and maintain the database and ensure data integrity.
- Participate in the development and maintenance of the information system and draft and maintain related documentation.

## OUR REQUIREMENTS

- Bachelor's degree in a relevant field (Actuarial, computer science, mathematics, statistics, etc.)
- 3 years of relevant experience
- Very good knowledge of Excel and the Microsoft Office Suite
- Programming knowledge an asset (Visual Basic, SQL)
- Business intelligence, data analysis, reporting and dashboard knowledge
- Good understanding of databases
- Good communication skills in French and English

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Please send your resume and cover letter to [mpvaliquette@aretehr.com](mailto:mpvaliquette@aretehr.com).

We thank all applicants, but only those selected for an interview will be contacted.