



JOB DESCRIPTION

Job Title: Data Analyst Executive
Location: Thailand
Reports To: IT Manager

Job description:

We are looking for an inspirational, dynamic, and vibrant Data Manager to join our forward-thinking admin team that supports core application database. The candidate is responsible for the overall Management and Administration to ensure the data integrity of core applications and works closely with the ICT Team to verify applications availability to minimise operation disruption.

Berda Claude International School Phuket is a proudly affiliated school of the International Schools Partnership (ISP), an educational network that has nearly 80 international member schools under its umbrella. It operates in 20 countries, in 9 world regions: Malaysia, India, Vietnam & Thailand, Iberia, North America, Europe, Middle East, Mexico, South America. ISP is constantly adding exceptional schools to its network and providing each individual school with access to worldwide resources and support. ISP is well known in the local and global community and in the educational sector for quality, trust, and ambition.

Overall Responsibilities:

- **Data Management** – Responsible for data gathering, processing, ensuring data structures are adequate and report design and administration as required.
- **Core Applications Development** – Responsible to work with relevant departments to define requirements for system integration in the schools. Working closely with IT team and school leaders in Engage Development Plan; liaising with all stakeholder to develop and present the proposed Development Plan to school leaders.
- **Training** – Planning, coordinating, and conducting core applications specific training for teaching and non-teaching staff for the school to maximise the user experience of the system, as necessary.
- **Support** – Being the primary contact for school MIS requirements; with IT Support in maintaining users and user accounts, troubleshooting issues to do with the MIS system and the use of it.
- **Review** – Monitoring the effectiveness of the MIS implementation and adoption and providing feedback regularly for informed planning.
- **Other** - Comply with regional ICT hardware and software procurement process and technology standard.
- Flexible with regard to working hours and available on occasion to work outside of normal hours in response to support demands of the school and regional office. Active participation in new infrastructure initiatives that could help our schools group improve efficiencies.

Job Requirements:

- Candidate must possess a Degree level within IT/MIS or relevant professional qualifications in the field.
- Advanced MS Excel skill
- Minimum of 5 years experience in support with at least 3 years in the K12 education sector.
- Proficient in English and Thai, both written and oral.
- High level of computing skills.
- Knowledge of SQL will be an added advantage
- Deep Office 365 and Google knowledge.
- Ability to work with minimal direct supervision and be a team player.
- Competent team trainer.
- Ability to communicate clearly and effectively.
- Ability to decipher and organize large amounts of data.
- An analytical mindset with superb communication and problem-solving skills.

In helping you with your learning journey, we will provide you with:

- Continuous professional development
- Guidance and mentoring (to help you reach your fullest potential and further develop your expertise and soft skills)
- You will be surrounded by highly dedicated and helpful colleagues

How will this career benefit you?

- You will have the exposure and opportunity to build your portfolio as a Data Manager.
- Opportunity to work in a dynamic school setting where the wellbeing of students is our highest priority.
- Be part of a school that is focused on becoming the school of choice in Phuket.

Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.

Safeguarding

The school works with relevant agencies to establish and maintain systems to protect children. We are responsible for ensuring the welfare, health and well-being of all children and young people. We create a vigilant organizational culture which monitors and prioritizes the safeguarding of children and young people above all considerations.

(Please check your Junk Folder for emails and add [tenby.edu.my](mailto:tenby@tenby.edu.my) to your safe senders list. We thank all applicants for their expressed interest. However, only applicants short-listed for an interview will be notified.)