Data Analyst Associate - [T/O: 1]

<u>Job Summary:</u>
- Candidate will be a part of Strategic Product Design team and collaborate with Project Managers, Data Analysts, and UX/UI Designers. As a SAAS Specialist, Candidate will play a role in our Refully business, Amazon reimbursement service SAAS, by ensuring accurate client data collection, analyzing reimbursement operations, and providing client support.

<u>Supervisory Responsibilities</u>
- None

<u>Duties / Responsibilities</u>
- Conduct daily data reviews, identify discrepancies, and report issues to supervisors.
- Support data analysis for new module development.
- Collect and process reimbursement-related documents from clients.
- Organize client, expense, and sales data efficiently.
- Send weekly/biweekly follow-up email to clients to provide updates on reimbursement statuses.
- Respond to client inquiries and address any questions or concerns promptly.

<u>Required Skills / Abilities</u>
- Proficiency in Excel (Google Sheets).
- TOEIC score of 650+ (preferred but not must).

<u>Position Detail</u>
- This position requires work onsite.

<u>Education and Experience</u>
- Bachelor's degree in a business-related field. (preferred but not must)

<u>Physical Requirements</u>
- None