

Extraordinary people. Exciting possibilities. Your success is what's next at Scott Group Studio. In our highly competitive world there's one thing that sets a company apart – its talent. At Scott Group Studio our employees bring their expertise, enthusiasm, and creativity to work every day. We're committed to making Scott Group Studio a great place to work. A place you can be proud to be a part of, where your talents are embraced and your efforts are encouraged and supported. If you are a person that "puts people first", "see it and solves it", "does the right thing" and "pursues excellence", discover how you can be a part of what's next.

The Database and Reporting Specialist requires an analytical, service-oriented individual responsible for developing and maintaining databases and reports to meet user and organizational needs. The position also requires basic to intermediate I.T. knowledge to help support on-site needs associated with IT Help Desk activity (led by 3rd Party support). This role requires strong work ethic, the ability to create custom reporting solutions, good time management skills, and good communication skills.

DUTIES

- Organizes, maintains and develops reports to support all functions of the business
- Provides basic training to employees for using reporting tools
- Researches new software platforms as well as feature sets on existing platforms to ensure optimal reporting tools are being employed.
- Ensures databases are up-to-date and coordinates with Technical support team for correctiong as needed.
- Provides support to employees by helping troubleshoot technical issues and guiding them through corrective steps (likely with Worksighted).
- Supports on-site I.T. needs by completing assigned to-do's.
- Updates job knowledge by participating in educational opportunities and maintaining personal networks.

ABILITIES

- Must have strong analytical, problem solving, verbal and written communication skills
- Strong planning, organizational and critical thinking skills are also beneficial
- Able to create custom reporting solutions to meet needs

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.