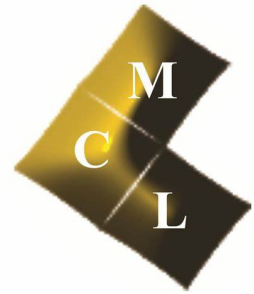


Excel Specialist

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Job Summary

Vacancy :

Deadline : Jan 31, 2025

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification : Bachelor Degree

Job Description

We are looking for an Excel Specialist to join our team and take charge of our data management and reporting needs. The ideal candidate will have extensive experience with Microsoft Excel, including advanced functions, pivot tables, and macros. You will be responsible for creating and maintaining complex spreadsheets, analyzing data, and generating reports to support various departments within the organization. Your role will involve collaborating with team members to understand their data requirements and providing solutions that enhance efficiency and accuracy. You should be detail-oriented, possess strong analytical skills, and have the ability to communicate complex data clearly and concisely. Additionally, you will be expected to stay updated with the latest Excel features and best practices to continuously improve our data processes. If you are passionate about data and have a knack for problem-solving, we would love to hear from you.

Education & Experience

Proven experience as an Excel Specialist or similar role. Advanced knowledge of Microsoft Excel, including pivot tables, macros, and VBA. Strong analytical and problem-solving skills. Excellent attention to detail and accuracy. Ability to communicate complex data clearly and concisely. Experience with data analysis and reporting. Ability to work independently and as part of a team. Strong organizational and time management skills. Bachelor's degree in a related field is preferred. Familiarity with other data analysis tools is a plus.

Must Have

Create and maintain complex Excel spreadsheets. Analyze data and generate reports for various departments. Develop and implement Excel-based solutions to improve efficiency. Collaborate with team members to understand data requirements. Ensure data accuracy and integrity in all reports and analyses. Automate repetitive tasks using Excel macros and VBA. Stay updated with the latest Excel features and best practices. Provide training and support to team members on Excel usage. Troubleshoot and resolve Excel-related issues. Document processes and maintain records of data management activities.

Educational Requirements

Bachelor Degree

Compensation & Other Benefits
