



Junior Data Analyst

Essential Responsibilities

- Download data from various systems so that it may be compiled, reconciled, standardized, packaged and distributed to the workforce or to external Clients.
- Organize data on company systems.
- Create corresponding reports that accompany data in file transmission.
- Analyze and recommend changes to systems workflows and processes designed to increase efficiency.
- Create process models, workflows and charts to provide direction to developers, project teams and business users.
- Communicate changes, enhancements and modifications through written documentation project managers, sponsors and other stakeholders so that issues and solutions are understood.
- Log and track issues and resolutions. Prepare a weekly summary of issues and distribute to relevant groups.
- Attention to detail is a must.

Minimum Qualifications

- 2+ years experience in Data Analysis and Business Process.
- Proficient with Excel (advanced), Word, Outlook, Adobe Acrobat and the Internet.
- Strong organizational, analytical and research skills, exceptional attention to detail, ability to work under time constraints, good interpersonal skills and a high degree of initiative.
- Must be able to support department objectives with minimal supervision.
- Ability to adapt to change.
- Bachelor's degree from a four-year college or university.

Terms

- Must be able to pass pre-employment criminal background screen.
- Must have excellent professional references.

About Fortace LLC

Fortace is a leading risk mitigation firm dedicated to helping our clients identify risks, develop sensible mitigation strategies and achieve effective and efficient results. We employ targeted and effective solutions, including detailed contract review, focused audits, aggressive enforcement of counter party representations and warranties, and pursuit of third parties involved in fraudulent activities. We work closely with lenders, servicers, investment banks, investors, government agencies and mortgage insurance companies on all types of loss mitigation. Fortace's principals and managers are experienced senior executives and recognized experts with proven track records in loan repurchases, portfolio review, fraud detection, pursuit and recovery.

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