



JOB POSTING

Date of Notice: April 16, 2010

Position Title: **Data Mining Analyst**

Job Location: BANDON DUNES GOLF RESORT

Position Reports To: Director of Hotel Operations

Application Closing Date: Until Filled

Send Application To: Human Resources
Bandon Dunes,
57744 Round Lake Drive
Bandon, OR 97411
jobs@bandondunesgolfresort.com

Primary Duties:

- Data Mining and Modeling, Data Management, Standard Report creation & administration, and Ad Hoc analysis.
- Statistical analysis used to support intelligent marketing execution and reporting tools that are responsible for driving knowledge and revenue.
- Advanced quantitative analytic skills combined with technical relational DB skills, and an interest in analyzing large amounts of diverse data to solve complex problems.
- Work with Marketing to enable or enhance list execution & measurement capabilities
- Work with areas outside of marketing to leverage data skills and reporting abilities
- Work with I.T teams on Data Warehouse content, reporting tools, and capabilities
- Monitor internal service levels to insure appropriate flow of information
- Prepare yearly plans, establish objectives, action plans
- Provide analytical support to leadership by mining the data collected through the resort booking process at the resort call center.
- Identify profit opportunities through data analysis and research.
- Develop tools to measure effectiveness of revenue management and promotional practices and tactics.
- Translate findings into actionable recommendations that lead to business growth. Measure the business impact of the recommended changes.
- Excellent understanding of economic concepts related to Pricing and Revenue Management.
- Assist in the annual operating budgeting plan for the upcoming year utilizing trends and meeting business goals.
- Assist in new development projects and opportunities such as testing and acquisition of new software and etc.
- Proficient knowledge in forecasting, scenario analysis, key metrics, and trending.
- Presentational and professional speaking skills to communicate with executive level staff.
- Responsible for conducting analytical and data-mining projects
- Strong familiarity with hospitality, travel and/or golf industry
- Other duties as assigned by management.

Key Skills Desired:

- Minimum two years experience in statistics, data mining or similar required.
- Advanced knowledge of MS Word, Excel, Access, and PowerPoint Required
- Knowledge of program languages (e.g., C++, C, etc.) preferred
- Knowledge of Databases (SQL, IBMDB2) preferred
- Knowledge of Statistical Software (SAS Enterprise Miner, SAS Enterprise Guide, SPSS, etc.) preferred
- Knowledge of relational databases with the ability to write complex queries required.
- Prior experience with database query and reporting tools.
- Ability to identify the data needed & best method to solve analytic problems or aid decision makers in the solution of business problems.
- Bachelor's degree with a quantitative focus (Mathematics, Statistics, Economics, Engineering, etc.) required.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. (Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions).
- Experience in the hospitality, travel or resort industry is highly desired
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.

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