



Company overview

Founded in 2017 by visionary leaders and technology experts, EXLhub is the first learning & development platform that is built for businesses to combat the technological disruption and become leaders in their industries. With EXLhub One, businesses revolutionize their employee training experience with an on-demand and relevant framework that enables them to keep pace with rapidly-changing roles, skillsets, and knowledge flows.

Visit EXLhub.com to learn more.

Application Deadline: April 15, 2018

Email application to: careers@exlhub.com

Analyst Job Description

Key Responsibilities

- Perform research tasks with the purpose of gathering data pertaining to industry, company and customer trends
- Analyze qualitative and quantitative data to uncover competition and industry information
- Provide support to commercial teams in preparing materials
- Produce and update product reports and manuals
- Perform evaluation and QA on new product features
- Develop detailed reports on market research initiatives and provide insights on how the outcomes of your research impact other areas of the business, such as product management
- Assist the marketing department in developing marketing material with the purpose of supporting the company's marketing strategies
- Assist customer support teams and identify areas for process improvement
- Assist product managers in producing workflow charts and written system/project requirements
- Write progress reports, identify project milestones, and identify areas for process improvement
- Address data discrepancy issues across open projects and communicate them to management

Related Skills

- Strong business analysis and data evaluation skills
- Exceptional communication skills aimed at positive interaction with team members and support personnel
- Able to demonstrate a consistently thorough and professional customer service
- Ability to maintain focus in a multi-tasking role with multiple concurrent projects
- Demonstrated ability to leverage analytic skills to drive business insights

Technical Skills

- Proficiency in English and Chinese
- MS Word, Excel and Powerpoint
- Experience with Photoshop, illustrator, or equivalent tools are an advantage