



Job title	Business Analyst (Part-Time // Temporary // Contract/Project Based)
Reports to	Executive Vice President
Location	Houston, TX / Remote
Compensation	\$18.00 - \$25.00 / Hour

The Job

Mercury Fuels is seeking an eager professional with strong analytic skills. This role is intended to help the leadership team arrive at clear objectives for organizational growth through data analysis.

Expert Microsoft Excel skills required for this position:

- V & H LOOKUP
- Pivot Tables
- SUMIFS, COUNTIFS
- SUMPRODUCT
- IFERROR
- MATCH
- Charts & Chart Analysis
- MACROS
- INDIRECT
- Merge Data
- IF Function
- Conditional formatting
- Histograms
- Regression
- Data Validation
- Data Analysis

Duties and responsibilities

- Data Mining
- Excel Tool Cultivation
- Database Manipulation

Qualifications

- Ability to Dedicate Oneself to Project Completion
- Expertise in MS Office Programs
- High School Diploma
- 4-Year College Degree (Preferred)
- Detail Oriented
- Ability to Work Efficiently as a Member of a Team and Independently
- Clear Communications Skills (Oral, Written and Comprehension)
- English Proficiency; Bilingual (Preferred)
- Organized
- Can-Do Attitude
- Goal Orientation
- Positive/Outgoing Personality
- Basic Knowledge of Aviation Industry (Preferred)

NOTE: This job description is a summary of duties for which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, rather a broad guide to expected duties. As an employee you must understand that a job description is neither complete nor permanent and may be modified at any time. At the request of management, any employee may be asked to perform additional duties, responsibilities, or projects without notice.