# Data Analyst (full-time)

## Belgrade, Serbia

**Organization Overview**

MDPI (www.mdpi.com) is an academic open access publisher based in Basel, Switzerland, founded initially to collect and preserve rare chemical research samples in 1996. To promote the sample collection, MDPI started the free electronic journal Molecules that same year. MDPI is backed by more than 6,500 editorial board members worldwide.

Since 1996, MDPI has grown into a publishing house with more than 200 diverse open access journals, with further editorial offices in Beijing and Wuhan (China), Barcelona (Spain) and now starting to hire editors in Belgrade, Serbia.

As a member of COPE (Committee on Publication Ethics), STM (International Association of Scientific, Technical, and Medical Publishers), and OASPA (Open Access Scholarly Publishers Association) MDPI enforces rigorous peer-review and adheres to strict ethical policies and standards.

**Job Summary**

We are looking for a Data Analyst who will be able to support the MDPI scilit.net project team. The successful candidate will be able to use the company's collection system (scilit.net), analyze data and provide statistical reports. In addition to this, you will work closely with our IT department to monitor the data quality regarding academic journals.

**Responsibilities**

- Data interpretation and analytics
- Using data collection systems for statistical purposes and data quality improvement
- Working close with the IT department to oversee the data quality and suggest improvements
- Developing data analytics procedures for academic journals to optimize statistical efficiency and quality
- Acquiring academic journals data from primary or secondary data sources

**Your profile**

- Bachelor's degree in Mathematics, Business & Economics, Computer Science or Statistics
- 1 year of experience in data analytics
- Knowledge of SQL and scripting languages will be considered as a plus
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Effective verbal and written communication skills with the ability to present clearly
- Advanced knowledge of MS Office applications (Word, Excel, PowerPoint)
- Strong English skills in written and spoken language

**Questions and Application**

Please send your application letter and CV to hr-belgrade@mdpi.com