

Market Support Analyst

About Pangea

Pangea is a fast-growing company with offices across Europe, the US, Australia and Asia,. Our business model is to partner with tech companies to accelerate their global expansion. The team have extensive experience drawn from some of the world's best technology companies, along with a history of successfully growing businesses internationally and are currently working with some of the most impressive companies in enterprise technology.

About the position:

This role will be within our Market Support team, working closely with our Life Sciences and Financial Technology verticals. The position is full-time and permanent and will be based in Dungloe, Co. Donegal. This is an exciting opportunity to contribute to the success of a fast-paced and rapidly growing business. You will work closely with senior management, helping to shape the market support function and influence commercial decision making.

Duties/Responsibilities:

- **Data-driven Decision Making:** Utilize a deep understanding of databases to effectively manage and manipulate data, enabling well-informed decisions and strategic planning.
- **Strategic Communication:** Coordinate and participate in meetings and events, demonstrating excellent communication skills and the ability to convey complex information to various stakeholders.
- **Documentation Expertise:** Design and create comprehensive documentation, showcasing your ability to translate intricate concepts into clear and accessible materials for both internal and external use.
- **Logistical Thinking:** Employ strategic thinking to present data in a customer-centric manner, enhancing the effectiveness of the information presented and contributing to positive customer experiences.
- **Project Management Enhancement:** Contribute to continuous improvement by evaluating and recommending changes to project management processes, showcasing your analytical skills and commitment to optimizing workflows.
- **Support and Collaboration:** Play a pivotal role within cross-functional teams by providing timely feedback, ensuring project documentation accuracy, and communicating effectively with all parties involved in the implementation process.
- **Adaptive Problem Solving:** Respond to issues as they arise, taking initiative to ensure swift resolution and maintaining a high level of adaptability in a dynamic work environment.
- **Technology Proficiency:** Exhibit proficiency in uploading files and managing company platforms, underscoring your tech-savviness and ability to handle digital tools effectively.

- **Company Insight Generation:** Support the talent team by providing valuable information on companies, demonstrating your commitment to contributing to the organization's growth and success.
- **Interdepartmental Support:** Showcase versatility by offering assistance to various departments such as HR and Finance when needed, highlighting your willingness to collaborate across different aspects of the business.

Requirements:

- Self-starter that is comfortable taking ownership of processes
- Highly adaptable with a flexible approach, ability to work on multiple tasks at once
- Proficient in Microsoft and Google Workspace
- Exceptional administration and organizational skills
- Excellent interpersonal skills and strong communication skills

