OVERVIEW: Axiom Space is the commercial leader in human spaceflight and on-orbit research & manufacturing services, steered by a team of experts and guided by the vision of a thriving home in space that benefits every human, everywhere. Axiom provides unprecedented access to the International Space Station today while building and operating its successor – the world's first international commercial space station – to improve life on Earth and foster possibilities beyond it. Our mission-driven team is seeking a bold and dynamic Engineering Data Analyst who is preoccupied with big questions: Where do we go from here? What are the limits of innovation and exploration? How do we continue to evolve as a species?

SUMMARY: As a Data Analyst, you will play a key role in optimizing our data infrastructure and providing valuable insights that drive informed decisions. Your responsibilities will encompass the end-to-end data management process, from developing and implementing robust data collection systems to utilizing advanced analytics tools for reporting and visualization. Working collaboratively with cross-functional teams, you will contribute to data enhancement initiatives, remediation activities, and risk identification.

DUTIES & RESPONSIBILITIES

- Develop, implement, and maintain data collection, reporting, and engineering drawing systems with a focus on improving work process efficiency and ensuring the currency of data systems.
- Establish a data model and program database mapping systems to perform data verification and enhancement.
- Utilize data analytics software, MS Excel macros, or similar tools to generate data analytics, statistical reports, and dashboards for presentation to management.
- Conduct database development and enhancement using SQL programming and Python.
- Coordinate data remediation activities with various teams and effectively gather requirements from stakeholders.
- Drive insights into business problems by visualizing data and presenting a cohesive narrative through data, including reporting patterns, trends, anomalies, etc.
- Contribute to data analysis, data collection, data visualization, and user acceptance testing.
- Identify program risks and propose associated mitigations.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- B.S. or M.S. in Business Analytics, Computer Science, Management Information Systems, Mathematics, or Engineering.
- Minimum of 2 years of Data Management experience in an enterprise environment.
- Proficiency with Excel; experience with Macros and VBA is a plus.
- Ability to create complex SQL queries using various sources.
- Experience with Alteryx or similar Data Analytics Software.

- Familiarity with performing work in an Agile environment is preferred.
- Ability to create and manage visualizations in Power BI or Tableau

Essential Functions

Work Environment: Generally, an office environment, but can involve inside or outside work depending on the task.

Requirements
- Must be able to complete a U.S. government background investigation.
- Management has the prerogative to select at any level for which the position is advertised.
- Proof of U.S. Citizenship or US Permanent Residency is a requirement for this position.

Physical Requirements
- Work may involve sitting or standing for extended periods (90% of the time). May require lifting and carrying up to 25 lbs. (5% of the time).
- Equipment and Machines
- Standard office equipment (PC, telephone, printer, etc.).

Skills
- Effective in working in a start-up environment with the ability to lead, drive, and implement tactical change.
- A strong attention to detail while appreciating the bigger picture of the complex and ambitious projects that we take on.
- Demonstrated leadership and extensive collaboration skills are a must.
- Excellent writing and presentation skills with experience communicating to senior decision-makers and technical audiences.
- Ability to work effectively in a small team environment with broad responsibilities and minimal oversight.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity

• <u>Communications</u> - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods

• <u>Cost Consciousness</u> - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources

• <u>Teamwork</u> - Eager and able to work in a collaborative and cross-disciplinary fashion in a fast-paced, dynamic and deadline-oriented environment