

Job title	<i>Statistical Program Manager</i>
Reports to	<i>Director, Statistical Program</i>

Job purpose

This position manages specific aggregate data reports and projects within the Market Information Services Department of the U.S. Tire Manufacturers Association.

Duties and responsibilities

Duties include but are not limited to:

- Receive confidential tire-related statistical data from USTMA member companies and aggregate following established protocols and criteria using various statistical programs, including Excel and Access;
- Produce specific reports within the Market Information Services Department, including the Tread Rubber Report/U.S. Tread Rubber Units Report, Truck Channel report, Rim Survey, Aspect Ratio Survey, Speed Survey, DOT Size Code Listing and other reports as assigned;
- Support Director, Statistical Program in leading member committee calls and meetings by contributing to meeting agendas, producing accurate minutes and leading discussion topics as assigned; and
- Assist with managing the capital project modernizing the USTMA database infrastructure underlying the USTMA data program.

Qualifications

- Bachelor's degree from an accredited college or university required. Major or concentration in computer science, statistics, mathematics, economics other related field required.
- 3-5 years relevant work experience in an industry trade association, company or governmental agency required.
- Excellent computer skills required, including Microsoft Office applications, database management software. Excel expertise a must.
- Experience in creating and maintaining databases, website and internet-based aptitudes and experience sought.
- Strong organizational skills; ability to take initiative and work accurately and efficiently in fast-paced environment.
- Aptitude working independently and as part of a collaborative team.
- Highly professional demeanor; friendly, positive outlook; able to work well with others.

Working conditions

- Limited travel may be required.
- Professional and neat appearance required.

Approved by:	
Date approved:	
Reviewed:	