

Job title	<i>Statistical Program Manager</i>
Reports to	<i>Senior 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 (USTMA).

Duties and responsibilities

Duties include but are not limited to:

- Provide monthly U.S. economic outlook for USTMA executives and member company representatives, focusing on indicators of interest to the U.S. tire industry;
- 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 (Department of Transportation) Size Code Listing and other reports as assigned;
- Analyze various third-party data, such as container shipping data or Vehicle in Operation data, to support the group effort in estimating the total industry shipments;
- Support Senior Director, Statistical Program in leading Tire Market Analysis Committee (TMAC) member calls and meetings by contributing to meeting agendas, producing accurate minutes, and leading discussion topics as assigned;
- Lead the TMAC to conduct industry shipment forecast; and
- Assist with managing the capital project modernizing the USTMA database infrastructure .

Qualifications

- Bachelor's degree from an accredited college or university required. Major or concentration in computer science, statistics, mathematics, economics or another related field required.
- 5-8 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 required.
- Expertise and experience in graphically communicating datasets and analyses for a variety of audiences, including USTMA colleagues, data experts, member company business intelligence teams, USTMA Board of Directors, trade press and the public and other constituencies as needed.
- 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 a fast-paced environment.
- Aptitude for working independently and as part of a collaborative team.
- Highly professional demeanor; friendly, positive outlook. Commitment to teamwork, highest ethical standards and USTMA values of trust, collaboration, passion, and respect.

Working conditions

- Local position in Washington, D.C.
- All applicants must have the ability and appropriate technology set-up to work remotely. The USTMA Washington, DC office maintains a hybrid work schedule, with two days a week onsite and the rest remote work.
- Limited travel may be required.
- Professional and neat appearance required.