Company Description:

AidesForce is a Philippine-based virtual assistant agency specializing in providing dedicated, professional, and reliable support to businesses across various industries. They offer tailor-fit virtual assistance in administrative support, customer service, project coordination, and specialized tasks, empowering businesses to focus on growth while AidesForce handles the essential operational tasks.

Role: Data Analyst

We're looking for a detail-oriented Data Analyst to join our growing remote team! If you have a sharp eye for patterns, love working with spreadsheets, and enjoy turning data into insights, this might be the perfect role for you.

Responsibilities:

- Analyze, organize, and manage large datasets to support day-to-day operations and decision-making
- Create and maintain reports using Excel and Google Sheets
- Clean, validate, and prepare data for reporting and performance tracking
- Build dashboards and summaries that help teams across the business stay informed
- Identify trends, anomalies, and actionable insights in data

Qualifications:

- Excellent written and verbal communication skills
- Proficiency in Excel and Google Sheets — including formulas, pivot tables, lookups, and basic automation
- Extreme attention to detail — accuracy is a must when it comes to reporting and analysis
- Clear communication and the ability to explain data insights to non-technical teams
- Available to work in US time zones (Graveyard shift in the Philippines)
- Available to start within 2 weeks from job offer

What We Offer:

- A chance to be part of a U.S.-based real estate team through AidesForce
- Long-term placement with stable clients focused on your career growth
- Competitive compensation package
- Opportunities for learning and professional development
- A supportive remote work environment tailored for Filipino professionals

Work Hours:
Full-time, U.S. business hours (Eastern or Pacific Time depending on client)