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# Example of Analytics & Reporting Manager Job Description

Our company is growing rapidly and is looking for an analytics & reporting manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analytics & reporting manager

* Conversant in developing advanced reporting and analysis tools utilizing Power BI, SQL, QlikView Visual Basic for Applications (VBA) and also through MS SharePoint and MS Office applications
* Executes and coordinate internal customer requirements management and change management processes
* Provide information for CSS scorecards, survey redesign processes, reports and business reviews
* Fully conversant of portfolio management and prioritization best practices and current trends, and enhances existing processes where applicable
* Leads change by identifying enhancements and improvements to existing processes and systems
* Provide analytical support to the global talent organization by the development of standard and ad hoc reports
* Monitor the General Support Queue to make sure the issues are resolved well within the agreed SLA
* Coordinate with global clients to gather requirements on new/modification to existing reports and/or to provide advisory support
* Work with reporting community to develop and enhance reporting capabilities
* Develop a strong understanding of the various talent systems and reporting functionalities

## Qualifications for analytics & reporting manager

* Strong facilitation and Presentation skills, ability to communicate effectively with Senior and Executive Management and Operating/Oversight Committees Excellence in Communications Strategy and Stakeholder engagement
* Working with large volumes of data and dissecting key and relevant areas of senior management attention
* MBA, Professional qualifications or equivalent experience in supplier risk management reporting practices preferred
* Excellent written and oral communications preferred
* Experience in banking, financial institutions preferred
* Board and Senior Management Reporting preferred