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# Example of Business Analyst / Data Analyst Job Description

Our company is growing rapidly and is hiring for a business analyst / data analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business analyst / data analyst

* Provide business and data analysis to determine trends, exceptions, proactive alerts, and make recommendations to the project team and business community
* To be tenacious and gregarious
* Build and provide routine reports such as auditor reports, customer reports and sales reports
* Troubleshoot data issues, validate result sets, and recommend process improvements
* Perform all duties and work projects as assigned by supervisor or analysts
* Provide backup support within the team when requested
* Drive the requirements gathering phases of projects to ensure that high quality requirements are developed in a timely fashion
* Document business requirements, evaluate alternative solutions and recommend the best designs for the business
* Model investment banking products and processes in functional design documentation
* Build Traceability Matrix that assists in writing system and user acceptance test plans

## Qualifications for business analyst / data analyst

* Advanced working knowledge of data mining using SQL, Excel
* The candidate needs to have basic SQL skills, and medium-level Excel skills
* Proficient in Adobe Analytics, Excel, SQL and Business Intelligence tools such as MS-SQL, Tableau and Kibana, usage of PM software, such as Trello or others
* Familiarity with Process Engineering Processes
* Familiar with outputs from DMAIC process studies
* Demonstrated ability to translate business processes to applicable requirement types (functional, technical)