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# Example of Business Data Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of business 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 data analyst

* Handle, respond and process requests and queries in relation to system functionality, , problems/issues identified, request for support and training
* Triage and route issues to the appropriate business or technical resource for problem resolution
* Facilitate problem resolution through coordination and escalation, monitor assigned problems to ensure adequate and timely resolution
* Develop specialist knowledge on all reportable EFPIA Cross Border spend data, providing consultative support to the Affiliates and contribute to the execution of EFPIA processes and practices
* Communicate process compliance and regulatory information applicable to the Affiliate as appropriate
* Diagnose and identify nature and criticality of requests, able to apply guidelines as applicable
* Conduct regular data quality checks on captured spend data including analyzing business objects spend reports and give feedback on data issues to relevant Affiliate
* Develop data validation methods including automatic checks and data review processes to be adopted by Affiliates to accelerate the report approval process
* Deliver custom reports to Services and Operations management in a timely manner in line with SLA targets
* Implements and develop analytics reports and share insights on customer data & spending patterns

## Qualifications for business data analyst

* The ability to work independently and as part of a team, demonstrating good organisational and analytical skills
* The ability to work effectively in a fast paced, complex and deadline driven environment
* The ability to create visualisation solutions for presentation to and use by Senior Managers
* Proficient with use of tools associated with the role
* Understanding of cost per copy contracts is a plus
* Experience with any of the ECI software platforms is a plus (OMD, e-automate, ECI/Lacrosse)