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# Example of Business Data Analyst Job Description

Our innovative and growing company is looking to fill the role 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

* Support the existing Access database along with the SLAs associated with it
* Run ad hoc SQL queries to evaluate and test data sources
* Design appropriate format for data results and publish metric dashboard
* Maintain currency with data analyses techniques, standards and related technologies
* Manage file migration between cloud services while maintaining data/format integrity
* Review SharePoint site usage analytics in order to continuously improve the UX for Cast Members on the site
* Troubleshoot versioning issues and assist with data recovery as needed
* Establish information management storage (libraries, consistency in procedures for team data)
* Assist, review and provide feedback to team in for use of libraries
* Provide assistance to team for data storage and retrieval

## Qualifications for business data analyst

* 3 - 8 years experience in Marketing Operations and Digital Marketing
* Experience with IBM Marketing Cloud and Salesforce.com a plus
* Experience inAccessData Base
* Excel - (Pivot Tables, V-lookups, Macros)
* Detailed knowledge/experience in business data analysis tasks, elicitation techniques and data requirements gathering skills
* Bachelors Degree in Data Analytics related field required