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# Example of Business Development Analyst Job Description

Our company is growing rapidly and is hiring for a business development 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 development analyst

* Collect and analyze intel on competitors and create deliverables to the business development and product managers
* Collect and analyze data related to prospective client proposals and report trends and findings to senior management
* Support the internal sales team and business development managers sales activities
* Elicits, writes project documentation including functional project requirements, white papers, change notifications
* Work with content managers and liaise with the Stock Exchange contacts to understand the impact of the technical changes on our products
* Investigate technical service issues
* Perform UAT testing for the software delivered by development team
* Interface and coordinate with the Operations Team to assist in the set-up of asset specific diligence vaults, photography, marketing
* Preparation of presentation materials for client and prospective client meetings
* Communicate with Sales Representatives, Division Managers and Area Managers with ongoing updates on individual chain stores resets

## Qualifications for business development analyst

* Able to work across global teams
* Direct competitive experience from a key industry player such as AWS, Oracle, IBM, SAP or as a senior leader in an IT Consultancy/SI
* Knowledge of Government Contractor’s proposal process and development
* Flexibility to move for rotational assignments
* Willingness to continually learn and grow
* Security Clearance (depending on Product Line/Program assignment)