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# Example of Communications Analyst Job Description

Our company is growing rapidly and is looking for a communications analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for communications analyst

* Coordinate with IT leadership to identify IT communication needs
* Provides analytics thought leadership
* Maintaining a toolkit of PwP communications assets and resources to enable any associate to quickly, coherently and consistently tell the PwP story
* Use your experience with analytics tools and scientific rigor to produce newsworthy insights
* Investigate trends in our business including seller usage patterns, payment volume, seasonal fluctuations, buyer decisions, and regional and vertical performance
* Be the subject matter expert on data storytelling and communicate recommendations to decision makers
* Support Product Development organization internal communications plan spanning employee engagement, HR communications and executive communications
* Close partnership with external product communications team to ensure alignment
* Development of leadership/management communications support program
* Collaboration and integration with Corporate Communications employee communications to promote product development programs and vice versa

## Qualifications for communications analyst

* Light programming/coding knowledge such as in PHP or CFM preferred, but not necessary as job will supply training/support in these areas as needed
* Proven ability to work independently and on a team
* Bachelor’s degree in Quality Management, or related field experience
* Minimum 3 years of experience in Mobile Communications industry with diagnosis capability
* Experience in data mining techniques and procedures (Knowledge in statistics helpful)
* Must have experience authoring user documentation, including user guides and quick reference material