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# Example of Competitive Intelligence Analyst Job Description

Our company is growing rapidly and is hiring for a competitive intelligence 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 competitive intelligence analyst

* Conduct in-depth competitive intelligence research and analysis using a variety of industry tools (FPDS, USASpending, GovWin IQ, BGov, DACIS)
* Assist the Corporate Development team in the preparation and proof reading of important documents, and all the other activities related to the role of Market and Competitive Intelligence Analyst
* Supervise and assist Corporate Development Intern
* Develops and analyzes business performance reports and provides notations of performance deviations and anomalies
* Managing information on competitors in our database (SharePoint and Dynamics CRM)
* Developing Standard Work for content update cadence
* Testing new data management system
* Collaborates with internal and external experts to develop robust Competitor summaries and perspectives on Competitors strategies
* With supervision, synthesize data to form recommendations and actionable insights
* Take ownership of all competitive intelligence activities for the Company

## Qualifications for competitive intelligence analyst

* Highly developed communications skills—ability to write and speak effectively to audiences with varied technical depth and diverse professional roles
* Solid analytical skills with the ability to produce actionable insights from information gathered
* Ability to work independently but also build and maintain strong working relationships with Product and Field organizations
* Respond to questions and ad-hoc requests from stakeholders and end users - focused analyses, issues with the data
* Proficiency in English required (oral & written)
* 2-4 years strategy or finance experience in a variety of positions both internally and externally