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# Example of Intelligence Specialist Job Description

Our growing company is looking to fill the role of intelligence specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for intelligence specialist

* Assist with data transfer between multiple customer networks
* Exercise judgment and make decisions to promote smooth workflow in the team and ensure that customer requirements are met
* Keep customers and team members informed of information that affects workflow production delivery
* QA, UAT
* Maintaining reporting post-deployment
* Maintain an effective video management system in accordance with expected standards and protocols
* Analysis, design and development of ETL programs (SAS DIS)
* Design and develop optimized data structures and coding techniques to improve efficiency
* Close collaboration with MM and PMs in order to align market analysis approach
* Consistent analysis of tender data

## Qualifications for intelligence specialist

* Have a minimum of 5 years experience in incident response and forensics analysis
* Strong data sourcing, manipulation and report building skills
* Solid knowledge of Tableau and/or other BI visualization tools
* Exceptional knowledge of MS Office tools such as Excel and Access with the ability to use macros and advanced functionalities
* Knowledge of PeopleSoft and other HR applications
* Proficiency with enterprise grade business intelligence or big data suites