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# Example of Intelligence Specialist Job Description

Our innovative and growing company is hiring for an 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

* Collaborates and works efficiently with internal and external partners and stakeholders providing the business with analytic support to help drive decisions that are critical to the ongoing growth of the business
* Prepare presentations of complex concepts and research results to non-specialist audience and senior management
* Solid understanding of cubes, organizational data warehouses, data marts, operational data stores, and data mining techniques
* Create hypotheses around business questions
* The Intelligence Analyst will gather, analyze and disseminate intelligence information as tasked
* Analysts will develop regional expertise, discerning social and political developments and patterns to provide an accurate understanding of present and future threats, risks and security assessments
* The analyst will maintain expertise on the current events and developments for all assigned regions
* Ensure country threat ratings documents and website references reflect accurate threat and risk levels for region of responsibility
* Conducting horizon scans and market assessments to identify critical market trends and business opportunities for growth in alignment with the Global Intelligence partner functions such as Product Management, Sourcing, Business Development, Public Affairs and Communications
* Lead and coordinate regional 360 strategic planning processes for the SBU Using key market knowledge to develop hypotheses for creative solutions to business challenges and identifying new business opportunities across the portfolio

## Qualifications for intelligence specialist

* Candidate will be required to obtain a base line security certification to meet DoD IAT Level II requirements
* Additionally, candidate must have or be able to obtain a certificate or certification meeting evolving computing environment requirements
* He/She must be a self-starter, have a strong team ethic, and be able to handle stress in an extremely dynamic work environment
* Candidate must have strong written and verbal communications skills and the ability to interface with a wide variety of personnel
* Candidate must currently possess a Top Secret clearance and be able to obtain a Top Secret/SCI clearance
* Bachelor (4 year) Degree with a technical major