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# Example of Intelligence Support Job Description

Our growing company is hiring for an intelligence support. 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 intelligence support

* Troubleshoot business intelligence environment problems and seek opportunities for improvement
* Monitor the market to gain knowledge and understanding of current and emerging technologies
* Receive and log requests for support from the service desk, other service delivery staff and/or users
* Participate in projects as appropriate, managing the operation of project teams, planning and organising work and monitoring progress
* Create interactive, drill down reports, or other reporting tools which can assist leaders in managing their operations
* Reconcile or vet information to insure that data integrity is maintained
* Create, automate or modify existing reporting processes to make them perform more efficiently
* Respond to system-wide customer requests for clinical or financial information and meet appropriate deadlines
* Ability to share information and cross-train others within the department
* Assist in developing Business Intelligence applications in compliance with Group IT Strategy

## Qualifications for intelligence support

* Documenting reporting specifications for a variety of projects
* Reporting development for a variety of projects
* Understanding and working within a SDLC
* Project Management training or exposure advantageous
* Applies past learning to solve current problems
* Two years’ progressively responsible professional experience in financial analysis, cost accounting, and accounting