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# Example of Junior Analyst Job Description

Our company is looking to fill the role of junior analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for junior analyst

* Create various reports
* Respond to issues
* Submit daily reconciliations on suspense accounts
* Create extract reports
* Monitor daily reconciliations on suspense accounts
* Produce presentations for management
* Update and maintain organizational information
* Plan national client and talent review
* Assist with various system reports
* Bachelor’s degree in Business or related field or the equivalent level of practical on-the-job experience

## Qualifications for junior analyst

* Bachelor's degree or higher in mathematics, finance, engineering or related field is required
* Some market knowledge
* Experience using SQL preferred
* Previous experience in eCommerce, particularly in eCommerce operations, highly welcome
* Strong analytical skills with proven ability to measure and achieve performance improvements
* Relevant degree (specialism business statistics/ marketing), or equivalent commercial experience