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# Example of Junior Intelligence Analyst Job Description

Our company is growing rapidly and is looking to fill the role of junior intelligence analyst. 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 junior intelligence analyst

* Partner with the Sales Leadership team to recommend and implement reporting and intelligence to better track advisor interactions and relationship attributes solutions to help drive business strategy and create process efficiencies
* Assistance in cleaning and preparing data to make is report ready
* Assisting in the generation of standardized reports
* Assisting with Project work as required
* Leading CRM software (Salesforce)
* Analytical principles within retail markets (Wealth Management and Insurance)
* Development and maintenance of financial and business metrics, reports, dashboards, to drive key business decision
* Performing multi-source research for specified target sets
* Formatting information for dissemination to customers as end product reports
* Maintaining awareness of internal and external customer information needs

## Qualifications for junior intelligence analyst

* Able to take ownership of tasking and tactically drive towards it
* 1+ years navigating and searching Tor and other "dark web" networks
* 2+ years experience with relationship visualization software
* Experience with Qualys
* Experience with a Threat Intel Platform
* Relevant technical and industry certifications are a plus