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# Example of Junior Intelligence Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of junior intelligence analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for junior intelligence analyst

* Support the current team with data pre-processing and data quality needs as it related to priority analysis projects
* Test/UAT data analytics solutions to ensure complete and accurate results are being distributed and maintained
* The support and deployment of technology tools which deliver analytics to the organization
* Develop reports and dashboards which help drive adoption of the analytics and measure their effectiveness
* Supporting daily reporting business requirements
* Gathering reporting requirements from management / end users
* Developing BI dashboards and reporting solutions for the organization in any major BI applications (SSRS / SFDC (Native + Einstein), PowerBI, other)
* Collecting and modeling data from various sources using SQL/SSIS/Excel/other
* Developing and maintaining reports as required by Global Services organization
* Participating in application testing, projects kick-offs, conference calls, progress check meeting

## Qualifications for junior intelligence analyst

* 1+ year use of MS Office products
* Advanced degree in Management, Engineering, Economics, or any other discipline with a quantitative focus
* Minimum of 2+ years’ experience in a business analyst role
* Proven delivery track record in business type initiatives such as operations excellence, continuous process improvement & cost reduction initiatives, roll-out of new tools or services, business requirements definition
* Strong relationship building and communications abilities and ability to influence
* Proactive approach in handling issues, risks, dependencies and escalations