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# Example of Junior Support Analyst Job Description

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

* Assist senior analysts in performing daily collateral management functions/tasks
* Assist senior analysts in managing and taking accountability for assigned project work through to completion ensuring that deadlines are met and risks are managed
* Liaise with external vendors and administrators to source underlying asset data
* Perform Daily and monthly reconciliation of investment portfolios with PB/custodian banks
* Investigate and resolve discrepancies between internal records and various external custodians and administrators
* Assist Senior Analysts and Investment teams in resolving any specific queries
* Collate and verify key data to ensure internal core data is valid and accurate
* Preparation of batch schedules and checking of system outputs
* Ensuring that documents and reports are produced at the correct time
* Ensuring that bills and letters are accurately produced and dispatched

## Qualifications for junior support analyst

* Working knowledge of Cognos Connection (scheduling/bursting, report views, portals)
* Ability to create Cognos 10.1 reports using Report Studio, Analysis Studio, and Query Studio
* Understanding of the logical components involved in EDW architecture
* Familiar with terms such as ETL, Data Mart, Cubes, Change Data Capture, MDM, ODS, ADL
* Understanding of retail merchandising or supply chain systems
* 1-3 years of experience supporting JD Edwards