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# Example of Reports Analyst Job Description

Our company is looking to fill the role of reports analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for reports analyst

* Identifies and implements process improvement opportunities to include the accuracy and efficiency of assigned reports, the distribution process for internal/external reports, and the data sources for the reports
* Documents and maintains detailed report specifications for all assigned reports
* Creates business requirement specifications for new or existing systems
* Train helpdesk staff on operational procedures and troubleshooting techniques
* Provide support as needed for business infrastructure, including e-mail, printing, wireless and wired network connectivity, phones, VPN
* You will prepare and share with management and key stakeholders periodical reports on Key Performance Indicators (KPI’s) related to total market, Company and key competitors’ performance
* You will analyse the KPI’s in order to identify key underlying trends and issues/threats that can impact achievement of the Company’s objectives and report the findings to management and other stakeholders
* You will develop and periodically update a database/tracker of best practices based on past information related to the Company and key competitors past performance and share it with key stakeholders as an essential input to the Company’s business planning process
* You will take part in the process of setting up (and periodical update of) the KPI’s for the Company and participate in the process of establishing the best ways to share the KPI’s reports with management and key stakeholders (including setting up the automated reporting tools, KPI’s dashboards )
* You will ensure all KPI’s databases are up-to-date and data is checked/verified for integrity, consistency and reliability

## Qualifications for reports analyst

* Can provide data in an efficient and understandable manner
* Capable of simultaneously using various systems/tools to complete requests
* Understands business concepts like "quote to cash" and supply & demand
* Able to work towards ambitious targets, working independently or as part of a team
* Detail-oriented, team player with a positive attitude
* Must be pro-active & have good situational judgment