Example of Advisory Analyst Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for an advisory analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for advisory analyst

- Maintenance and development of firm marketing materials
- Tracking of firm wide statistics and other relevant information required for RFPs and client requests
- Collecting, organizing and tracking prospective client information
- Supporting global offices with their marketing initiatives
- Coordination and planning of marketing-related manager and client events
- Creation of monthly COS reports for operations review and other purposes
- Creation of client/prospect specific transaction reports in preparation for client and prospect meetings
- Works with Finance to verify that networks and processors are applying rates (and other charges) as planned
- Coordination of merchant on-boarding process amongst sales, sales ops, account management, treasury, business management and implementation
- Manage data and priorities within the Clarity and VersionOne

Qualifications for advisory analyst

- Minimum of a BA/BS or equivalent
- References and prior relevant experience preferred
- Data Analysis to support business decisions
- Working knowledge on Oracle/ SQL Server/ MS Access
- Reporting Tools (BO, SSRS) (Preferred Not Mandatory)
- Ability to lead work streams relatively independently