



# Example of Business Analyst, Reporting Job Description

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Our company is looking to fill the role of business analyst, reporting. 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 business analyst, reporting

- Recommend changes to address deficiencies and/or further improve and streamline performance based on analysis findings
- Recommend, develop and implement effective reporting tools for the department
- Proactively assist with identifying the training and development needs of the Claims Department staff
- Track and report updates on individual work assignments and other projects within established timeframes
- Conduct testing and document process updates in a timely manner (for all assigned projects)
- Responsible for the overall success of applicable testing, including results verification before Claims Management team sign-off
- Provide resource planning and resolution of issues that impede the test effort
- Collaborate with the Information Systems (IS) department to resolve defects and ensure appropriate level of quality and testing measures are met
- Assess and prepare to address the operational impacts, workflow, and training issues of the assigned project(s)
- Ensure post implementation accuracy

## Qualifications for business analyst, reporting

- Knowledge of SalesForce.Com or Oracle EBS is a plus
- Knowledge on Sharepoint designing/development would be a plus
- A business related bachelor's degree is required (Business, Finance, Economics, Supply Chain, Marketing)
- Ability to create and manage databases, produce data models and conduct other data analysis (financial, market, economic, forecasting)
- Good PowerPoint, Excel and Clarity skills are an asset