



Example of Client Reporting Analyst Job Description

Powered by www.VelvetJobs.com

Our company is looking for a client reporting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for client reporting analyst

- Ensure deadlines are met by working effectively under pressure to complete jobs
- Support ad-hocs and projects as assigned
- Assisting team in maintaining existing reporting procedures, tools & workflows necessary to facilitate the process
- Contribute the systems integration and user acceptance testing
- Coordinate the deployment of any changes to the production (live) environment
- Respond to change requests to implement new/changed
- Product types (funds)
- MI and audit reports
- Manual data sources
- Reporting components

Qualifications for client reporting analyst

- Administrative tasks include archiving and backing up of packs and data files, updating the necessary databases, maintaining files and emails in correct folders
- Excellent quantitative and communication skills, strong attention to detail
- Strong understanding of the AM business and products investment performance data
- Organized and detail-oriented with strong emphasis on time management
- Will have worked in a production area that has been successful at

