



# Example of Competitive Intelligence Manager Job Description

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Our company is growing rapidly and is looking to fill the role of competitive intelligence manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for competitive intelligence manager

- Support proposal and pitch deck development for business development executives
- Respond to ad hoc information/analytic requests from the Commercial Division business development community
- Work within a matrixed organization to lead special projects that support Commercial Division business development activities
- Closely manage projects from inception to completion ensuring they remain within scope, budget, and desired timing
- Distill market research findings into key actionable results and clearly communicate results
- Manage vendors and provide appropriate feedback to maintain alignment of project objectives
- Integration of data across groups and projects and not siloed to one team or one project
- Define Key Intelligence Topics and Questions (KITs and KIQs) that will support on going Competitive Intelligence Monitoring
- Work with Director to develop framework for CI within respective therapeutic area
- Partner with team members to continually learn and inspire others in the spirit of continuous improvement

## Qualifications for competitive intelligence manager

- Good data visualization skills and ability to present data analysis in intuitive graphical and tabular formats
- Self-motivated, strong inter-personal skills, and a good team player, preferably with experience working in virtual teams
- Six or more years of work experience, including at least four in business research/analysis
- Strong skills in research and analysis (qualitative and quantitative)
- Bachelor's degree is required, MBA or relevant graduate degree highly preferred