



Example of Data Reporting Analyst Job Description

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Our company is searching for experienced candidates for the position of data reporting analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for data reporting analyst

- Understanding of relational database structure and business objectives to extract and organize relevant data for reporting analysis
- Ability to interact with the Product, Consulting and Sales organizations to deliver analysis and help explain products
- Ability to produce BI reports, score performance charts, scorecards and dashboards
- Ability to assess trends and insight using multiple data sets and large amounts of data
- Analyzes and determines project resource requirements and data needs
- Analyzes customer needs and ILS systems to enhance and increase efficiencies, workflow, and throughput
- Creates and maintains documentation of processes
- Liaisons with IT, Business Intelligence and other internal teams for project requirements, support and data needs
- Implements computer software in a timely manner to ensure the integrity of the project
- Serves as the technical lead for Salesforce.com projects

Qualifications for data reporting analyst

- Proven experience in detecting, analyzing, and resolving report/data problems
- Experience in creating and building metadata dictionaries

- Must have excellent communication skills to interface with upper levels of the organization
- The incumbent must be able to work independently and produce results that meet standards of quality, timeliness, and acceptability with minimal supervision
- Health Care industry/HMO work experience desired