Example of Decision Support Job Description

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Our company is growing rapidly and is looking to fill the role of decision support. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for decision support

- Drive an appropriate review & feedback process, including business and functional partners, to effectively capture initiative risks, issues and associated mitigating strategies
- Lead small scale projects/ workstreams, including opportunities for continuous improvement in the project approval process
- Assist Business to achieve target for the year Sales and OP1 with close monitoring of the PNL performance
- Coordinate information gathering for key business cycles, such as month- and quarter- end, Executive Leadership and Global Management Committee meetings, quarterly- and annual-budget reviews and strategic planning
- Maintain key reports, contracts, and files and update accordingly
- Assist executive in establishing organization's goals and objectives by coordinating or preparing analyses of administrative and/or operational needs
- Compile information for the timely preparation of reports and distribute to appropriate individuals within established timelines
- Designs and updates report formats that are easily read and understood by internal and external customers
- Consulting/Relationships] Partner with marketing leaders to provide analytic input to decisions and evaluation of marketing effectiveness
- Analysis/Interpretation] Serve as a local point of contact and support for resort teams for analysis of marketing offers and programs

- At least 3 years experience in retail buying or planning
- Bachelor's Degree in Finance & Accounting or ACCA
- Must possess positive working attitude and take initiative
- Supports joint exercise program with planning, designing, preparation, & execution
- Assistant for scenario development and road-to crisis preparation
- Strong oral and written communication skills, and an ability to work well in a joint team environment with well-defined roles