



Example of Junior Intelligence Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of junior intelligence analyst. 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 junior intelligence analyst

- Review intelligence products produced by tactical collection sensors
- Consolidate all information into a Microsoft Access database
- Compile monthly reports based on the collected information
- Provide data in an easily consumable format to all levels of the organization in order to assist in decisions to drive revenue and foster data exploration
- Translate internal customers' business requirements into technical requirements for quick, actionable insights
- Help business users understand and make conclusions from data for decision making purposes
- Research issues/anomalies with data, systems and processes
- Manage the Custom Reporting product to ensure quality, scalability, and revenue generation
- Proactively consult with the sales and marketing teams to identify ways to better leverage the data in their day to day processes
- Field questions and requests from the sales and marketing teams on data and analytics

Qualifications for junior intelligence analyst

- Experience utilizing all forms of reporting and experience creating each

- Expertise analyzing exploitation opportunities using intelligence reporting to enable operations to gather intelligence information from cyber threat adversary Automated Information Systems
- Communications skills that include the ability to provide formal documentation of analysis and/or research results
- Shall have demonstrated expertise analyzing intelligence information and technical data, documenting information and processes, gathering information, interpreting analytical results, performing Internet research, writing and editing at a technical/professional level, and managing internal and external customer relations
- Shall be an effective writer and verbal communicator and support the development of new reporting vehicles
- Shall demonstrate competence with relevant CNO and SIGINT tools and databases used for the missions and communications skills that include the ability to provide formal documentation of analysis and/or research results