



Example of Metrics & Reporting Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of metrics & 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 metrics & reporting analyst

- Respond to, and take the lead on responding to requests for ad-hoc reporting
- Coordinate with leadership, manage internal meetings, develop and create new reports
- Write custom reports using various BI Tools
- Collaborate with Program Delivery Teams, PMOs, and Senior Management to identify top reporting requirements and KPIs to drive value-added, pre-emptive decision making
- Other ad-hoc analysis, related system setup and maintenance as needed
- Provide first line of triage and reporting troubleshooting expertise to IS business units and key stakeholders
- Apply strong analytical and project management skills, including a thorough understanding of how to interpret internal customer needs and translate them into business requirements and reporting designs
- Collaborate with project managers, and subject matter experts to establish reporting roadmaps and analyze trade-offs between usability and performance needs
- Show a keen eye for detail and the ability to adhere to deadlines within a fast-paced environment
- Build reports, dashboards, and other data tools that enable self-service for users

- Must be able to distinguish and identify various colors as used in the various tools and software applications
- 1+ years of database experience (developed applications, written SQL queries, created scripts and / or views)
- Intermediate or greater proficiency with Microsoft products Access, Power Point, Excel
- Ability to host and drive virtual meetings
- Experience with TVM or other security related data
- Strong programming skills (such as Hadoop MapReduce or other big data frameworks, Java), statistical modeling (like SAS or R)