



Example of Reporting Analyst Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of reporting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for reporting analyst

- Work with key business partners to capture requirements and conceptualize solutions
- Work with technical groups to create, implement, solutions and maintain reporting processes
- Conduct acceptance testing of reporting solutions
- Participate in emergency reporting requirements as needed by senior management
- Create and deliver Ad-hoc reports as needed
- Develop enhanced reporting protocol
- Monitors and assigns customer cases entered in (MES) shared proprietary CRM system
- Supports small analytics and reporting projects from inception to completion in a decision-support capacity for level one and two corporate initiatives
- Partner with six operational departments support departments to identify and measure key performance indicators and translate these requirements into reporting deliverables
- Analyze data from multiple systems and global locations

Qualifications for reporting analyst

- Good knowledge of Tableau (preferable)
- Previous experience working with customer and marketing analytics (around 3 years would be desirable)
- One to three years of business experience in an analytical capacity

- Ability to easily communicate difficult concepts either verbally or visually using charts and graphs
- Strong analytical skills with ability to focus on detail and accuracy