



Example of Reporting & Data Analyst Job Description

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Our company is looking to fill the role of reporting & data analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for reporting & data analyst

- Report Process Development Skills
 - Create and distribute weekly pipeline reports that keep track of the team's engagements/casework
 - Diligently maintain a list of successful engagements (wins) that quantifies the business impact of the team
 - Create quarterly activities and impact reports for each business group/channel
 - Create and maintain a database of client portfolios and extract insights from it as needed
 - Develop new ways of linking together available data to help guide the decision making of various stakeholders
 - Develop and assist in implementing and maintaining new processes to increase the operational efficiency of the team, including automation/standardization efforts
 - Fulfill ad-hoc reporting requirements and tasks related to data requests and process enhancement
 - Preparing ad-hoc / periodic analytical and MI reports by collecting Information, analysis & identification of insights, presenting the insights into an easy to understand format
 - On a regular basis and as needed, work with various departments to collect source data
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- A minimum of intermediate skill level in MS Excel required
- English level of 85%
- Ability to organize information and accurately follow procedures
- Advanced command of the English language, both verbal and written
- Basic knowledge of statistics concepts and principles and experience using software packages for analyzing large data sets, such as MS Excel, PowerPivot, SigmaXL
- Knowledge of visual presentation concepts and principles using software packages and platforms for content delivery such as MS Excel, PowerPoint, Adobe Acrobat, SharePoint, PowerView