



Example of Reporting & Data Analyst Job Description

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

Responsibilities for reporting & data analyst

- Develop efficient, technically sound queries using Transact SQL querying language
- Reviews assigned operating records and/or databases for quality
- Responsible for daily, weekly and monthly quality control (QC) processes, activities, and vendors of specialty pharmacy data
- Conduct data cleanup activities to ensure integrity of data
- Manual reports are required that due to resource restraints, still evolving requirements, or high costs of integrations
- Entering Help Desk Tickets for technical issues as needed, and tracking until resolved
- Understand correct person/group each inquiry should be routed to (if routing required)
- Collaborate and work with a variety of cross-functional groups - Commercial Systems, Sales Analytics, Commercial Compliance, Legal/Compliance, Marketing, Sales Training, Field Force, and IT - to troubleshoot and resolve inquiries
- Work collaboratively with business units, department management and team members in defining, designing, planning and implementing reporting and business solutions to improve profitability and overall business function
- Analyze reporting, make recommendations to management to enhance and improve reporting

Qualifications for reporting & data analyst

- Experience with reporting for project collaboration sites is a plus
- Sharepoint Search Content Manager Query Tool a plus
- Microsoft PowerApps a plus
- SharePoint Modal experience