

## Business Analyst Job Description Template

Here's an example of a business analyst job description template that you can adapt for your team's hiring needs. Feel free to add or remove the amount of responsibilities, experience, and qualifications needed based on the seniority of the role. Enjoy!

— The DataCamp Team



# Business Analyst

## Description

As a business analyst at **[add company name]**, you will combine your deep business domain knowledge with insights derived from our rich datasets to create effective strategies that meet business goals.

You will have the opportunity to interact with a diverse set of stakeholders across functions, geographies, and products. **[Add a thorough description of the different types of projects and data sources, and outline the specific deliverables a candidate is expected to deliver.]**

The ideal candidate possesses strong quantitative analytical skills, stakeholder management skills, and communication skills.

## Responsibilities

- Identify key growth, strategic, and optimization opportunities through data and communicate findings to business teams.
- Own the design, development, and maintenance of ongoing metrics, reports, analyses, dashboards.
- Work with large datasets on data extraction, cleaning, analysis and presentation.
- Drive data-driven decision-making by identifying, structuring, and executing product and performance analyses.
- Build cross-functional partnerships with the product, business, and engineering teams to drive key business decisions.
- **[If necessary, add additional job requirements]**

[Insert website here]

[Insert logo here]

## Experience

- Bachelor's degree or equivalent practical experience.
- ***[If necessary, add X+ years of relevant analytics experience]***
- ***[If necessary, add X+ years of experience in relevant domain]***

## Minimum Qualifications

- Proficiency in SQL and comfort querying large datasets.
- Strong proficiency in Business Intelligence tools (e.g. Tableau, PowerBI, Google Data Studio).
- Strong proficiency in spreadsheet tools (e.g. Google Sheets or Excel.).
- Excellent stakeholder management skills.
- Excellent written and verbal communication skills.
- Ability to tell stories with data, and deliver data-driven insights to a wide range of audiences.

## What will make you stand out

- Familiarity with Python or R for data analytics (e.g. pandas, matplotlib, dplyr).
- Understanding of statistical concepts like A/B testing and time series forecasting.
- ***[If necessary, add a preferred qualification]***