**Report Writer’s key responsibilities**

***Requirements Analysis and Communication***

Communicate with business units, technical teams, and other stakeholders to gather report requirements and understand business goals and data needs.

Ensure that reports align with the company's business strategies and technical standards.

***Data Collection and Organization***

Extract, collect, and consolidate data from multiple sources (e.g., databases, ERP systems, CRM, etc.).

Use SQL, Python, or other data extraction tools to process and analyze data.

***Report Design and Development***

Create visual and interactive reports using BI tools (e.g., Power BI, Tableau, Excel, SAP).

Design report templates based on requirements, ensuring the accuracy of format, layout, and content.

***Report Generation and Maintenance***

Generate regular reports (e.g., weekly, monthly, quarterly) and ensure timely delivery.

Optimize and maintain existing reports based on business changes.

***Data Quality and Accuracy Monitoring***

Ensure the data in reports is accurate, complete, and meets the required data quality standards.

Perform regular data validation and consistency checks to identify potential data issues.

***User Support and Training***

Provide training and technical support to end-users on how to use reports, helping them understand the data and insights presented.

Address user questions about the reports and make improvements based on their feedback.

***Technical Documentation Writing***

Write and maintain technical documentation related to reports, such as report design documents and data model descriptions.

***Continuous Improvement and Innovation***

Research and apply new reporting technologies, tools, and methods to improve the efficiency and quality of report generation.

Continuously optimize reporting processes and technical infrastructure in response to evolving business needs.