

Economic Analyst Job Description

Duties and Responsibilities:

- Prepare research studies to promote the business as well as validate areas of broader business strategy and focus following marketing leadership
- Carry out analysis of the business, competitive, domestic, and international economic factors to determine their impact on the business of the company
- Apply statistical techniques and tools to develop macro-economic forecast models that aid marketing unit in the development of corporate demand forecast
- Responsible for preparing statistical forecasts used for long-term infrastructure planning and other special projects
- Provide support to marketing and other relevant units in the interpretation and application of economic and other forward-looking information to support the development of the corporate forecast
- Responsible for carrying out data analyses necessary for the review and validation of corporate forecast
- Responsible for the creation of computer-based analytic tools such as mapping programs, databases, and websites, and dashboards to provide business intelligence to users
- Provide support to departments, especially commercial marketing group(s) in the use of a corporate forecasting system.

Economic Analyst Requirements – Skills, Knowledge, and Abilities

- Education: To work as an economic analyst, applicants are required to have a minimum of Bachelor's degree in Economics, Business Administration and Management, or Computer and Information Sciences; Mathematical Sciences or Statistics. But a Master's degree or MBA is often preferred by most recruiters

- **Knowledge:** Applicants must possess solid economic background, as well as specialized experience utilizing specialized business intelligence and analytics software such as Qlik and Tableau. Employers also require that applicants have at minimum 3-5 years work experience as an economic analyst
- **Computer Skills:** The job of an economic analyst greatly requires the use of computer applications and software, so it is vital that applicants have advanced skills using Microsoft Office applications, including Excel/Spreadsheets, Access/Database Development, and PowerPoint; and Share Point, and Outlook
- **Analytical thinking:** It is important that applicants have the mental ability to apply logic in identifying and Considering Alternatives to arrive at valid conclusions that will aid the organization in making sound decisions
- **Communication skills:** The economic analyst job description requires them to support departments with the interpretation and application of economic data, as well as provide reports of findings to management. So it is important that applicants have both written and verbal communication skills to perform their duties successfully
- **Research skills:** Applicants must also be skilled in searching various sources to gather data relevant for the analysis of key market metrics affecting the business or other specific issues
- **Statistical skills:** To work effectively as an economic analyst, it is important that applicants can apply various statistical techniques to carry out data analysis, and also develop macro-economic forecast models.