

<b>Job Title:</b>	<b>Business Report Writer</b>
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### **Summary of Responsibilities:**

Responsible for the creation and managing of reports and plans and that they completed in a timely and accurate manner. Research, create, edit and revise information to produce trusted, evidence-based content in text formats to be delivered through digital and print channels to meet business objectives by empowering target audiences to take action. Manage time to produce quality work on or prior to deadline. Ability to work independently and effectively. Establish, develop and maintain positive business and customer relationships. Assist other team members in creating an atmosphere of comfort while continuing to promoting the brand image effectively and efficiently.

### **Qualifications:**

- With at least a bachelor's degree in journalism (or years in experience similar)
- Minimum five (5) years of experience in report writing and or journalism or a related area.
- Proficiency with Microsoft Office for Windows (Outlook, Word, and Excel) is required.
- Excellent interpersonal skills

### **In this role, you must:**

- Ability to analyze and synthesize evidence-based literature and elicit subject matter expert (SME) knowledge to produce business reports for a target audience(s).
- Knowledge of or experience with structured content and principles of plain language.
- Obtain and maintain a thorough understanding of the business and financial reporting.
- Support Management with special projects and workflow process improvements.

- Perform other related duties as requested

<b>Approved by:</b>	
<b>Date Approved:</b>	
<b>Reviewed by:</b>	