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# Example of BI Analyst Job Description

Our growing company is hiring for a BI analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for BI analyst

* Assist to define system architecture and methodology of process documentation
* Create new database reports for process documentation
* Support implementation of new products (documentation, versioning, communication)
* Overview OTIF Development and communicate to Supply Chain
* Assist with the training plan and the change management plan
* Assist with the implementation strategies
* Perform quality assurance on the solutions developed before they are delivered to users
* Support users during the implementation and post-implementation phases
* Collaborate with other members of the project team to facilitate problem-solving, activity completion and priority management
* If need be, participate in other Cirque business projects related to BI solutions

## Qualifications for BI analyst

* Minimum undergraduate degree and above in Computer Science, Information Engineering or equivalent experience
* Deep understanding of the responsible functional area on business processes, used data and information, KPI calculation
* High capability in designing/developing/supporting various reporting tools like BOBJ 4.0 Suite (SAP Business Objects Universe Designer, Explorer, Analysis for OLAP Office, Design studio and Lumira ) and Bex
* 2+ years’ experience delivering BI solutions
* BS Computer Science or IT emphasis degree preferred
* Excellent understanding of data warehousing concepts and methodologies