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# Example of BI Lead Job Description

Our company is looking to fill the role of BI lead. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for BI lead

* Assesses training needs by monitoring associates’ performance and consulting with managers to implement new programs for improving job skills
* Works with the team to establish effective relationships with our customers and other functional groups they support
* Reviews application/service issues, service outages, procedural problems, and operational metrics with management
* Evaluates associate performance, writes and delivers performance reviews and establishes career goals
* Leads efforts with management, vendors and others to solicit cooperation and resolve problems
* Coordinate with IT groups and external vendors to provide effective application services to assure reliability of all BI/DW applications
* Maintain logs of all issues and follow through to resolution according to service level agreements
* Lead team members through support calls
* Provide training to end users on developed reports and assist in providing change management to the organization
* Provide production support requirements to Business Process Design teams conducting requirements gathering sessions

## Qualifications for BI lead

* Can work with minimum supervision with a strong desire to learn and accept new challenges
* Experience in coaching, mentoring, training, and managing the performance improvement process of staff
* Strong knowledge of Microsoft Office with advanced proficiency in Excel, experience with Access a plus
* Exposure to and knowledgeable of Quality Initiative programs (i.e., ISO, TQM and Six Sigma)
* Five or more years of Reporting and Dashboard experience with Qlikview
* Solid understanding of Cognos Architecture