Downloaded from <https://www.velvetjobs.com/job-descriptions/business-intelligence-associate>

# Example of Business Intelligence Associate Job Description

Our company is hiring for a business intelligence associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business intelligence associate

* Scheduling and facilitating meetings to share information as it pertains to specific data outcome/ project/task ensuring Management is kept informed
* Support procedural/system implementation of changes that follow data analysis by liaising and collaborating with other business units and departments
* Build strong relationships with the businesses and act as an advisor to support on-going and ad-hoc information requests
* Responsible for management reporting and presentation
* Partnering with internal clients and key stakeholders to understand business reporting and analytical requirements with a view to designing, developing & maintaining dashboards KPI’s / KRI’s and reports (client numbers, revenue per client, segmentation demographics )
* Responsible for the generation & ongoing maintenance of the Sales & Relationship Management business Reporting Suite
* Responsible for providing data management at a level of detail that enables the identification of key trends and critical issues
* Capable of following and owning independent initiatives in facilitating information gathering, delving into the source, the definition, the philosophy and foundational roots of granular data elements in order to create intelligence and insight
* Ability to structure data sets to serve multiple functions and tailor the results for a specific audience
* Ownership of performing independent analysis for a wide range of requests using data in different formats from different platforms

## Qualifications for business intelligence associate

* 3-5 years related experience in data analysis, financial review and process improvements with focus trend analysis
* Must have analytical skills and the ability to analyze large amount of data
* Must be detailed oriented with ability to make proper assumptions and recommendations
* Communicate with potentially direct an Offshore team
* Analyse, document and recommend improvements to current business / data capture and functional processes
* Research business problems and create models to support investigation and analysis