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# Example of Business Intelligence Associate Job Description

Our company is growing rapidly and is looking for a business intelligence associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for business intelligence associate

* Elicits requirements using interviews, requirements meetings, surveys, document analysis, site visits, business process descriptions, use cases, scenarios, and workflow analysis
* Identifies and assesses potential data sources
* Assists with prototype creation, coordinates prototype reviews
* Works closely and cooperatively with development teams on product design
* Creates queries, dimensional data models, reports, dashboards, and other data products
* Create and maintain reports to inform business decisions
* Provide robust analysis and insights to the organization in order to support decision making and to encourage the sharing and implementation of "Best practices" among the countries in the region
* Centralize and standardize regonal KPIs to enable comparison of performance across NEMEA
* Build and monitor, multi-factorial analyses to monitor and understand the dynamic factors of the Pharmaceutical market, it's products /segments to enable informed business decisions
* Lead the SFE community across NEMEA which will drive the implementation of best in class Sales Force Excellence concepts within countries in order to maximize Field Force performance and productivity

## Qualifications for business intelligence associate

* 3-5 years working in MIS / BI Analyst Role in Financial or Professional Services, with Asset Management experience strongly preferred
* Demonstrated ability to quickly learn new reporting technologies and visualization tools Attention to detail and ability to assimilate fragmented facts and needs into a detailed problem statement
* Strong analytical skills and the ability to draw concise, evidence-based conclusions from research conducted
* The ability to pay attention to detail – ensuring that vital information is neither missed nor misreported
* Good oral and written communication skills – precision and full fluency in formal written business English is essential
* The ideal candidate will have a flair for written work and be able to produce high quality documents under time pressure