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# Example of Business Intelligence Business Analyst Job Description

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

## Responsibilities for business intelligence business analyst

* Present data to business users to help them make informed decisions
* Become experts in the areas of the business to be analyzed
* Translate business questions into reporting/analytical requirements
* Collaborate to define process changes where data needs to be captured
* Interface with user members of the business and IT to design data solutions
* Organize, consolidate, maintain, and work to prune and replace legacy reports
* Provide ongoing support of any reporting and analytic needs
* Standardize Business Intelligence solutions
* Monitor and modify the Business Intelligence systems in a Data Warehouse environment providing analytical solutions and administration
* Lead or significantly contribute in problem solving and root cause analysis activities

## Qualifications for business intelligence business analyst

* Must be able to use advanced data access, business intelligence, visualization and extraction tools and methods, , SAS, SQL, SPSS, R, Tableau, Salesforce
* Understanding relational database design and administration
* Experience cleaning raw data, automating it so it can be used ongoing for reporting purposes
* Bachelor’s degree in IT, or related field with 1-3 years of experience in Business intelligence roles
* Proficiency in SQL required with knowledge of database concepts
* Experience in front-end Business Intelligence tools a plus