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

# Example of Business Intelligence Data Analyst Job Description

Our company is growing rapidly and is looking for a business intelligence data analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business intelligence data analyst

* Interact with Subject Matter Expert (SME) for BI/Data requirements to design and implement software to support client and internal projects
* Contribute to the success of the organization by helping others accomplish job results
* Willing to travel to other locations/suppliers/vendors when necessary, including global travel
* Design, develop and test data analytics solutions using multiple technologies
* Liaise with clients to understand processes and business logic as pertains to a project
* Accountable for directly working with the business to assist in all reporting, data extracts and information needs
* Closely interact with business and provide ad-hoc solution to their data needs
* Utilize strong business application knowledge like SAP, Salesforce, legacy rail management systems to quickly combine datasets to produce data mashups as answers to business related questions
* Be the information delivery expert responsible for creating adhoc reports, dashboard and data mining processes as per business needs
* Possess deep insight into business process as it relates to system integration and interface

## Qualifications for business intelligence data analyst

* Data governance/ management (meta data, data quality, master data)
* Understanding and exposure to change management, quality assurance/integrity measures and compliance activities regarding data
* Hands-on experience with traditional and/or emerging database, data movement, data storage, data access and consumption concepts
* Comfort with web analytics, including exposure to Adobe Analytics and Google Analytics
* Advanced Excel understanding (vlookup, macros, VBA, ) required
* A passion for deeper understanding of people and how they interact with the world through digital media platforms