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# Example of Business Intelligence Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of business intelligence specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business intelligence specialist

* Own the BI&A Information Management toolkit
* Create and maintain documentation of report logic and processes
* Sustain and support BAU activities
* Provide high-quality, seamless and timely reporting service, create custom reports on an ad-hoc basis
* Ability to extract data from multiple data sources to create integrated views that can be used to drive decision making
* Cooperate in the design and maintenance of existing reporting solutions
* Have a solid knowledge of the supported information asset and the underlying core processes technology
* Support info sharing and trainings (user experience, training sessions)
* Manage projects within the Enterprise Reporting and Business Intelligence team by architecting software solutions, managing timelines/deliverables and leading junior developers in their tasks
* Create procedures to ensure best practices are being met in the software development process

## Qualifications for business intelligence specialist

* Windows and SQL scripting experience strongly preferred
* Basic systems administration experience (Windows, UNIX, Linux) to set permissions, install applications, preferred
* Master’s Degree in Nursing Informatics, Healthcare Informatics, or equivalent degree from an accredited school or Bachelor’s degree in Nursing and currently enrolled in a graduate program with documented plan for program completion
* Three (3) years healthcare data analysis or healthcare information system application development
* Certification in nursing informatics preferred, CPHIMMS preferred, PMP preferred
* Experience with data mining tools and software - Prefer SQL, Tableau, and Microsoft Business Intelligence, excel and power pivot, Visual Basic, statistical applications such as R, MS Office experience