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# Example of Cognos Administrator Job Description

Our innovative and growing company is looking to fill the role of cognos administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cognos administrator

* Collaborate with project teams on BI architecture design and decision-making, esp
* Technical contributor and steward of enterprise BI platforms, including assessing current state and identify and implement opportunities for improvement and automation
* Creating, selling, and maintaining a reporting portal
* Make sure Client is on the right foundation and sets up data marts, cubes, appropriate to most effectively and efficiently meet business requirements, recommend how to set up security, how to deploy reports, how to more efficiently run reports, do tuning and indexing
* This position requires 40 hours a week
* Recommend/maintain strategy for efficient migration of objects (models, reports, ) through multiple environments from development to production
* Help define the version control strategy for data models, reports
* Utilize expertise to administer CWT’s Cognos environments
* Learn and work with new technologies
* Be part of integral projects to deliver the highest quality services to our customers

## Qualifications for cognos administrator

* Strong App Admin, OS, troubleshooting skills within BI TM1 is preferred,handling errors of Windows such as " Error 404" , full knowledge data base connection
* Be part of a growing and successful global organization
* Administering Cognos BI systems on a day to day basis to ensure platforms meet our SLAs
* Support deployment of packages, reports and other BI content
* Experience in data mining (SQL, ETL, data warehouse, ) and using databases in a business environment with large-scale, complex datasets
* Terminal server/file share management