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# Example of Cognos Administrator Job Description

Our innovative and growing company is looking for a 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

* Experience in database marketing or direct marketing
* Ability to demonstrate interpersonal and team building skills and to manage conflict
* Ability to establish and maintain effective working relationship with associates and clients
* Experience with tool and process implementation
* Design and build technical solutions which utilize Cognos for reporting and analytics against various data sources (Oracle tables, SAP BW cubes)
* Acquire and maintain technical competency in Cognos
* Administer the Cognos systems, including authorizations, job scheduling and system monitoring as required
* Author and troubleshoot complex reports in Cognos
* Assist end users with development and troubleshooting of their BI reports
* Work closely with business colleagues in understanding their reporting requirements, and translating those to technical solutions

## Qualifications for cognos administrator

* Bachelor's Degree in Computer Science, Information Systems, or related field or technical certifications or equivalent work experience
* Be recognized as the “Go To” person for end users requiring assistance in building their BI reports
* Stay aware of evolving and new BI technologies
* Demonstrated ability to communicate effectively with technical non-technical staff and members of interdisciplinary teams
* Requires excellent organization and communication skills
* Bachelor's Degree in Computer Systems or Information Technology