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# Example of Project Manager, BI Job Description

Our company is growing rapidly and is looking for a project manager, BI. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project manager, BI

* Manage small to medium sized projects and/or actively participate in projects including the definition of specific deliverables and documentation and system requirements
* Take ownership of assigned processes and systems, responsible for setting up new analytical tools and dashboards either independently or together within a group of experts
* Provide expertise for assigned functional areas/systems and processes towards team and business partners, responsibility on data modelling expertise for KPI definitions
* Managing the solution build activities testing, cut-over, post go-live support and documentation
* Monitoring project budgets and preparing formal project financial statements forecasts
* Provides project management leadership and direction of projects of various sizes and complexities by managing and coordinating the project team members, activities and deliverables
* Develop and implement state of the art analytical tools and dashboards by using MSTR or any other group standard reporting solution
* Manage small to medium sized projects and/or actively participate in projects including the definition of specific deliverables, documentation and system requirements
* Provide expertise on systems and act as a Key User for topics like BI/MSTR, TM1, towards the own team and business partners by providing insights & trainings
* Leading project teams throughout all phases of the Business Intelligence / Software Development Lifecycle (SDLC)

## Qualifications for project manager, BI

* 3-5 years of experience delivering projects on Microsoft Technologies ( Sharepoint, SQL, .Net)
* 3 years of working in a matrix organization, identifying potential work for team members, working with other managers to assign tasks and activities
* Experience providing feedback to team members on performance
* Strong experience in Controlling is a must
* A minimum of 3 years’ professional project management experience
* Impeccable time and self-management