



## Example of BI Lead Job Description

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Our company is looking to fill the role of BI lead. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for BI lead

- Assesses training needs by monitoring associates' performance and consulting with managers to implement new programs for improving job skills
- Works with the team to establish effective relationships with our customers and other functional groups they support
- Reviews application/service issues, service outages, procedural problems, and operational metrics with management
- Evaluates associate performance, writes and delivers performance reviews and establishes career goals
- Leads efforts with management, vendors and others to solicit cooperation and resolve problems
- Coordinate with IT groups and external vendors to provide effective application services to assure reliability of all BI/DW applications
- Maintain logs of all issues and follow through to resolution according to service level agreements
- Lead team members through support calls
- Provide training to end users on developed reports and assist in providing change management to the organization
- Provide production support requirements to Business Process Design teams conducting requirements gathering sessions

### Qualifications for BI lead

- Can work with minimum supervision with a strong desire to learn and accept new challenges

- Strong knowledge of Microsoft Office with advanced proficiency in Excel, experience with Access a plus
- Exposure to and knowledgeable of Quality Initiative programs (i.e., ISO, TQM and Six Sigma)
- Five or more years of Reporting and Dashboard experience with Qlikview
- Solid understanding of Cognos Architecture