



# Example of BI Manager Job Description

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Our innovative and growing company is looking for a BI manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for BI manager

- Manage a team of BI Developers by providing guidance to insure appropriate intake, prioritization, and timely completion of all reporting and development tasks
- Collaborate with business partners to gain a full understanding of business needs, gather requirements, and suggest reporting solutions to support strategic initiatives
- Develop standard patterns for how to best utilize Hadoop within a broader enterprise data management landscape
- Define new and refine existing solutions using industry best practices for enterprise data management, data integration and data ingestion
- Align with program/project teams to provide solution architecture and design for BI COE projects
- Establishes and maintains relationships with key customers (both internal and external)
- Governance across all areas of their services including service management, incident and change management, continual service improvement and customer satisfaction, playing a key role in ensuring the highest level of operational service delivery
- Participates in the benefit evaluation process of the delivered solution
- Participate in data security reviews to ensure compliance with security requirements
- Conduct system and integration, and performance testing for BI projects

## Qualifications for BI manager

- Impact and Influence - Strong negotiation and consensus building skills when dealing with internal customers, stakeholders and team members
- Extensive experience skills in MOffice products, Access, Visio and MS Project
- Experience in Data models, meta-data and data dictionaries
- Data Science and Analytics Problem Solving using BI tools
- 3-5 years' experience in Project Management related to large/medium-scale Data Warehouse or Business Intelligence systems project(s)
- 3-5 years gathering, documenting and transforming business requirements into technical specifications