



Example of Business Intelligence Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of business intelligence analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for business intelligence analyst

- Monitor QA processes to guarantee a high level of quality in both the data warehouse and the BI layer
- Aware of business users' basic data needs and identifies reporting needs and issues
- Collect data from available sources or reports for imports and prepare it for analysis
- Synthesize smaller sets of data and identify data for forecasting and/or to support recommendations for action
- Determine & report on test vs
- Leading projects to develop new or revised reports, data analytic capabilities, and visual solutions (e.g., dashboards) in support of internal business needs responding to inquiries, surveys, and other requests from the School's external partners
- Conducting interviews, gathering and documenting reporting requirements from subject matter experts then translating the business requirements into technical requirements
- Serving as the first line of customer support for BI user questions, issues, and support needs
- Supporting the maintenance of metadata, support documentation, data library, and the School's BI intranet website
- Providing education and instruction to all levels of users on the BI environment and tools

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- Ability to identify, analyse and prioritise issues arising and know when to escalate / request mitigation plans
 - Able to interpret / explain statistical models and data mining algorithms in plain and comprehensible language
 - Experience with designing experiments and conducting / evaluating surveys
 - Experience report writing (SSRS)
 - High proficiency with structuring strategic analysis and story-lines using spreadsheets and presentations
 - Bachelor's degree in statistics, analytics, or other related areas required