

Business Intelligence Analyst

Information Technology
Series

Company Overview:

<Please insert a short paragraph talking about your company and what makes it unique. Include details that capture the core values, culture, and mission of your company, so job seekers clearly understand the environment in which they will be working.>

Job Summary and Responsibilities:

Business intelligence analysts produce financial and market intelligence and generate periodic reports using various sources of data. Business intelligence analysts identify data patterns and trends from various information sources to provide business insights and recommendations. Applicants should be able to communicate well, both in person and through writing, and be capable of analyzing and processing operational data. Ideally, applicants should be effective at coordinating group efforts and ensuring the accuracy of business data through testing procedures.

<Add any additional responsibilities or changes relevant to this role at your company.>

Required Competencies:

OCCUPATIONAL COMPETENCIES

- **Business Process and Analysis:** Ability to analyze and process operational data; ability to analyze systems, create requirements documentation and perform decision-support and life-cycle analysis
- **Business Intelligence:** Familiarity compiling and analyzing large amounts of operational data and ability to reach meaningful business insights; conduct secondary research as needed and incorporate into decision-making process; create reports and work flows given insights and data
- **General Database:** Proficiency with Excel (charts, reports, data analysis); able to understand and apply basic logic; basic familiarity with at least one database software management application and database fundamentals like normalization, schemas, etc.



FOUNDATIONAL COMPETENCIES

- **Critical Thinking:** Analyzing data to identify patterns and evaluate for validity; optimizing business outcomes given customer needs and constraints; proactively proposing new ideas and solutions given business needs
- **Active Listening:** Giving full attention to conversations, asking appropriate questions and comprehending key points; understanding relevant context; building relationships while actively seeking out new information.
- **Writing:** Communicating effectively in writing as appropriate for the needs of the audience; considering one's audience (e.g., technical versus functional audience) and writing accordingly; tailoring one's writing to the use case (e.g., status update versus business case and proposed solution); ideally, writing in concise, focused, and readable way.

Find additional competencies for this role using Skillful's occupation deep dive at www.skillful.com/employers.

Preferred Competencies:

FOUNDATIONAL COMPETENCIES

- **Complex Problem Solving:** Offer novel solutions to resolve complicated problems and to build consensus; consider different perspectives of critical stakeholders; bridge technical, functional and business groups with diverse needs and perspectives
 - **Active Learning:** Understanding implications of new information for problem-solving and decision-making; learning to use new tools and processes; proactively seeking out growth opportunities; seeking mentorship opportunities
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Example Activities:

- Analyze and synthesize data from various sources (e.g., internal sales data, external industry report) to create business intelligence (e.g., reports, targeted insights) and then manage the flow of those reports and insights to key users³
- Communicate with customers, competitors, suppliers, or others to stay abreast of business needs and industry trends
- Identify and analyze industry or geographic trends with business strategy implications
- Generate standard or custom reports that summarize business, financial, and economic data and provide key insights for review by executives, managers, clients, and other stakeholders



Required Certifications:

<Note: Insert Required Certifications *but only if truly required.*>

Job Details:

- Location
- Department
- Job ID
- Classification
- Insert additional details of this position if applicable