
Business Intelligence Consultant

Reports To: Director, Business Intelligence

POSITION PURPOSE:

Delivers business intelligence systems for customers, ensuring their expectations and business decision making tool capabilities are met. Works closely with the Senior Business Intelligence Consultant to meet design requirements.

RESPONSIBILITIES - ESSENTIAL JOB FUNCTIONS:

1. Demonstrates the company's corporate values.
2. Provide exceptional service to clients by developing long-term customer relationships based on trust, delivery or results and mutual respect.
3. Assist in the design, development and implementation of business solutions established by the Director, Data Management Practices and/or Project Manager. Ensures that all tasks are completed to requirement, on time and on budget.
4. Works with customers to define business intelligence requirements and documents project details. Designs and develops programs in business intelligence tools to support requirements.
5. Develops reporting and analytics to support customer BI needs including but not limited to product & brand management, segment marketing, e-commerce, pricing & promotions and customer relationship management.
6. Develop process efficiency projects and project management solutions for customers with appropriate technology. Create dash-boarding capabilities for business analysis.
7. Develop software from design and specifications while following all software coding and quality standards.
8. Assist in the creation of build vs. buy analysis for customers utilizing BI software and tools.
9. Troubleshoot technical problems that arise and provide recommendations for workable solutions.
10. Develop appropriate levels of documentation and provide input to documentation and training activities.
11. Provide analytical and technical expertise to clients and other Skyline Associates

across all levels of the organization to ensure the best quality and service.

12. Provide end-user support on services and products.
13. Perform various administrative tasks including status reports, time recording, etc.
14. Perform any special duties as assigned by the supervisor.

RESPONSIBILITIES - SUPPLEMENTAL JOB FUNCTIONS:

Maintains knowledge of current trend and developments in the field by reading appropriate books, journals and other literature and attending related conferences and seminars.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Minimum of an Associate's degree in Information Systems or other related technical discipline plus 2 years of application development experience and 1 year Business Intelligence experience. Experience working in a consulting company is a plus. Microsoft Certification a plus.
2. Technology-related certification preferred. (i.e. Microsoft Certified Software Developer)
3. Excellent analytical and problem solving skills.
4. Effective oral and written communication and organization skills. Ability to balance multiple projects while remaining focused on the needs of end users, clients and the Project Manager.
5. Ability to work independently or as a member of a team of technical professionals.
6. Proficient programming, algorithm, data structure and object-oriented programming & methodology experience.
7. Experience in programming utilizing C#, VB.NET, ASP.NET or equivalent languages.
8. Knowledge of databases, preferred Microsoft .NET languages.
9. Experience in relational databases including Microsoft SQL server and Oracle.
10. Knowledge in data modeling, ETL technologies and data warehouse design.
11. Desire for continued education and certification as it relates to the position.

EQUIPMENT TO BE USED:

Must be able to operate personal computer, laptop and other standard office machines such as fax, copy machine, calculator, telephone, etc.

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. Requires eye-hand coordination and manual dexterity sufficient to operate a computer and standard

office equipment. Requires hearing within normal range and vision correctable to 20/20 to read communications, reports and computer terminals. Must have a valid driver's license in order to attend company-related meetings in the area and out of town.

TYPICAL MENTAL DEMANDS:

Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Must be able to communicate and provide verbal feedback in a professional manner. Must be able to analyze causes of interpersonal conflicts and resolve complex communications issues. Must be able to resolve problems, handle conflict, and make effective decisions in the absence of the Project Manager. Ability to give, receive and analyze information, formulate work plans, prepare written materials, and articulate goals and action plans. Must handle novel and diverse work problems on a daily basis. Must be able to perform arithmetic calculations involving fractions, decimals and percentages.

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, skills and knowledge needed to perform the job. Please note that the job functions are reviewed periodically and are subject to change based on the business needs of the company.

APPROVALS:

President/Chief Operating Officer

Date

Human Resource Manager

Date

ACKNOWLEDGEMENT:

The Associate acknowledges by their signature below that they have read the foregoing and accept the job specifications as detailed in this document.

Associate Signature

Date