Position: Business Intelligence Analyst

Location: Montvale, NJ

Reporting to: Business Intelligence Analyst

Summary

The Business Intelligence Analyst (Entry Level) supports the Business Intelligence & Data team by understanding and writing data queries, building visualizations, and working with end users to obtain clear and concise report requirements. The candidate should have familiarity with data models/relationships and strong analytical skills with great attention to detail. Eagerness to learn the business is a must.

Key Responsibilities

- Assist in developing, maintaining, and enhancing dashboards and reports using BI tools
- Extract, transform, and load (ETL) data from various sources into BI tools and databases
- Perform data validation, reconciliation, and quality checks across multiple data sources
- Translate business requirements into technical reporting specifications
- Document data sources, transformations, metrics definitions, and report logic
- Collaborate with BI & Data team and business stakeholders to produce impactful reports

Knowledge, Skills, and Abilities

- Foundational knowledge of SQL (joins, aggregations)
- Experience working with structured datasets (tables, schemas, relationships)
- Familiarity with basic data warehousing and BI concepts
- Detail-oriented
- Ability to multi-task
- Strong communication skills with both technical and nontechnical users

Minimum Qualifications

- Bachelor's degree in Business Intelligence, Computer Science, Data Analytics, Information Systems, or a related field
- Hands-on experience with BI tools (experience with Qlik products is a plus)
- Familiarity with SQL Server
- Data Modeling Fundamentals