Job Description

BASIC FUNCTIONS:
This is an entry-level position as MI Analyst that is responsible to provide MIS/BI business and process analysis, user training and upskilling, report and dashboard building and deployment and support of the MIS/BI deployed content.

QUALIFICATIONS:
• Relevant Degree or Diploma (Business or IT)

SKILLS:

- Dashboard and report development using PowerBI, SSRS, SQL, SSAS.
- Good understanding of SSAS cubes and associated infrastructure.
- Must be willing and able to work a flexible pattern
- Ability to manage multiple deadlines in a fast-paced environment
- Excellent written and verbal communication skills with grammatical accuracy
- Proficiency in Microsoft Office and SQL are a must.
- Excellent organizational skills
- Good interpersonal skills.

ACCOUNTABILITIES:

- Provide analysis and document business requirements for reports and dashboards.
- Deliver dashboards and reports utilizing the current BI/MIS toolset
- Identify and spec system integration opportunities to improve MIS/BI reporting and business efficiency.
- Analyze available data to improve business outcomes and efficiencies in key areas: Sales, Marketing, Finance and Operations
- Document and categorize available reporting and dashboarding and inform and train business users on available reports and data.
- Drive adoption of the MIS/BI systems and move the business off ad hoc Excel reporting.
- Manage access to dashboards, reports and data based on best practice and industry standard.
- Future proof MIS/BI toolkit by investigating deployment of new reporting tools and apps.
- Work closely with front end developer and BI developer to ensure data staging is complete and accurate for consumption by reporting tools.
- Implement daily monitoring on data updates and data jobs to ensure BI uptime to an acceptable business standard.
- All other duties as assigned