



BUSINESS ANALYST I

POSITION SUMMARY

The primary functions of this position are both technical and customer service skills. This position works directly with a wide range of internal customers, assessing their needs and delivering report and data solutions in the form of Excel and business intelligence dashboard solutions. The Business Analyst will aid various teams in drawing insight from data, including creating dashboards, visualizations, and tools for use across the organization.

ESSENTIAL FUNCTIONS

- Desire to design new metrics and enhance existing metrics to help gain insight on customer, distribution center or sales rep performance
- Take ownership of reporting projects from inception to completion, providing follow-up communication and deliverables until requirements are met
- Consult with end users across various departments and functional roles to understand reporting needs and challenges
- Generate daily, weekly, and monthly data reports as needed for use by sales managers or sales representatives
- Work with accuracy and urgency
- Able to handle multiple projects and deliverables
- Provide quality customer service to a diverse group of internal customers
- Identifies, researches, and resolves business intelligence problems
- Maintains customer assignments and territory data
- Works with mapping software to aid in territory alignment, while working with Distribution Center Managers
- Provide training to individuals on how to utilize the front-end of Business Intelligence dashboards and understanding data

QUALIFICATIONS

- BA/BS required
- Experience in MS Excel including complex formulas and macros
- Knowledge of QlikView, Qlik Sense, ArcMap and Tableau is a plus
- Excellent oral and written communication skills, and comfortable presenting to everyone from entry-level employees to senior management
- Curiosity and passion about data and data visualization
- Creativity to determine the best solution for a real-world problem with quantitative data
- Willingness to question the validity and accuracy of data
- Eager to learn in a fast-paced environment

REQUIREMENTS

- Ability to pass drug test and background verifications
- Must be at least 18 years of age
- Must have a valid Driver's License and an acceptable driving record