



Job Description

Job Title: Business Intelligence Analyst

FLSA Status: Exempt

Department: Product Development

Reports To: Associate Director, Analytics Solutions

Location: Bentonville, AR

Job Summary: As a Business Intelligence Analyst, you will be responsible for development and maintenance of reports that serve our consumer goods and retailer customers – including our standard portfolio, custom content, and other ad-hoc analyses, delivered via data visualization platforms and Excel.

Essential Duties and Responsibilities

- Ability to build basic reports using a Data Visualization tool such as MicroStrategy, Power BI, or Tableau
- Ability to create and modify basic SQL queries, taking advantage of multiple JOIN types and basic aggregation functions (SUM, MIN, MAX, AVG, etc.)
- Perform basic scripting using a language such as Python, DAX, or VBA
- Ability to create Excel spreadsheets utilizing charts and pivot tables
- Ability to follow established style and coding guidelines
- Ability to represent technical concepts to a non-technical audience
- Ability to work with customers to collect and understand requirements
- Ability to perform well in a fast paced environment and handle multiple projects simultaneously
- Work as part of a team utilizing proactive communication and collaboration skills.
- Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Degree in a technical or business field OR 1-3 years' of related experience (such as a data or business analyst)
- Experience with Microsoft Office suite – very adept at Excel
- Experience with a relational database platform such as MySQL, MS SQL Server, Postgres, or Oracle
- Experience with a data visualization tool such as MicroStrategy, Power BI, or Tableau
- Experience with common analytic terminology and practices (percentages, quartiles, std dev, etc.)
- Strong communication skills

- Analytical, creative thinker and problem-solver with demonstrated initiative
- Drive to learn new skills and technologies

Computer Skills: Relational database platforms (i.e. MS SQL, MySQL, etc.), Technical communication, Data Visualization, Analytics.

Supervisory Responsibilities: None

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.