

Function: Program Management

Family: Business Intelligence TBD

Job Title: Business Analyst I Analyst 1, TBD (Business)

Job Abbreviation: [To be Completed by Compensation Team]

Hierarchy Group: Professional

Hierarchy Level: Professional 1

FLSA Status: [To be completed by Compensation Team]

Summary:

Serves as the liaison among stakeholders to Responsible for recommending solutions that enable the company to maximize value through the use of analytical methods. Utilizes understand the structure, policies, and operations of the organization, and to determine and implement operational improvements recommend solutions that enable BlueWhale to maximize value through the use of analytical methods. Work across all levels of the organization covering areas such as Finance, Sales, Marketing, Field operations, Care, and Customer valuation. Responsible for defining strategy in creating the enterprise architecture strategy, data manipulation, execution of analyses, and presentation of actionable recommendations. Works under general supervision and may require training and detailed instructions for assigned tasks.

Responsible for Importing, cleaning, transforming, or manipulating data with the purpose of informing business decisions, in alignment with company. Subject areas cover a wide range of our business including finance, sales, marketing, field operations, care, and customer valuation. Candidates for this role would work cross-functionally to identify opportunities, brainstorm approaches and analytical frameworks, develop roadmaps, acquire data, and execute analyses, and present actionable recommendations by helping to infer trends from a variety of data sources.

Core Responsibilities:

- Develop and review communication materials for the department, translating and summarizing technical information for business audiences and developing key messaging utilizing presentation tools including, but not limited to Microsoft Power Point, Excel, Word, and Tableau.
- To an Author white papers, develop simple data visualization designs, and other tools as needed create presentations for diverse audiences.
- Handles task coordination, prioritization, status and issue monitoring, communication, and meeting coordination for Assist with projects involving a mix of= internal and external clients. By

handling task coordination, prioritization, status and issue monitoring, communication (PowerPoint, Excel, Word, verbal), as well as meeting coordination.

- Participates on team projects by documenting requirements and coordinating multiple parties (internal and external) to delivery of a work products from to internal and external clients.
- Participates Contributes, creates, and delivers communication to diverse audiences including(for example,= management, business partners, vendors, technical staff)
- Provides support through project coordination to the implementation of analytic work products.
- Participates in the Execute the intake process data intake, extraction, and ingestion processes data to ensure align priorities are aligned, and define clear requirements clear, and based on business values defined.
- Demonstrates expertise in current business intelligence tools and techniques
- Ensure high quality standards are maintained
- Continuously improve metrics collection practices and processes
- Identify and analyze trends in metrics a variety of data sources for to recommend improvements for of processes, forecasting, and planning.
- Solid understanding of database environments and development techniques
- Works collaboratively with business segments, corporate functions and technology groups across the organization to understand, develop, prioritize, and deliver departmentally-prioritized EBI initiatives and projects (i.e. applications, models, reporting, etc.).
- Supports the department through the development, testing, and implementation of new business intelligence initiatives data analytic methods or databases.
- Regular, consistent, and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.

Education Level: BA/BS degree in data-driven disciplines such as marketing, economics, statistics, or finance. MBA preferred. Bachelor's Degree

Field of Study: Marketing, Economics, Statistics, Psychology, Engineering, or Finance.

Certifications: -

Years of Experience: Generally requires 1-2 year's related experience.

Skills:

- Exceptional attention to detail and ability to progress multiple projects in parallel and across functions and geographies
- Ability to work through ambiguous situations to drive work product delivery
- Strong problem solving and critical thinking skills
- Effective communication skills at multiple levels of the organization, including management and cross-functional groups
- Team player with a "can-do" attitude
- Ability to grasp complex analytic principles and techniques
- Personal initiative to find opportunities and drive results working independently

- Possesses a balance of general business knowledge, ability to work with multi-million record relational databases, analytical acumen, and presentation skills.
- Excellent communication skills (written and oral) including ability to translate between business and technical domains.
- Excellent presentation skills: ability to distill and present actionable information from complex research
- Expert skill Experience using in MS Word, PowerPoint, and Excel
- Solid understanding of database environments and development techniques
- Demonstrates expertise in current business intelligence tools and techniques such as (but not limited to) Tableau, Rapid Miner, Microsoft Excel Solver.

Compliance: BlueWhale is an EEO/AA/Drug Free Workplace.

Disclaimer: The above information has been designed to indicate the general nature and level of work performed by employees in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications.