

Job Description

Business Intelligence (BI) Administrator

Position Title: Business Intelligence (BI) Administrator

Experience Required: 2+ years

Location: US (Remote)

Job Summary:

We are looking for a technically skilled and detail-oriented BI Administrator to support the development, administration, and maintenance of business intelligence tools and analytics platforms. This role bridges source systems and support systems with the Analytics team, playing a critical part in ensuring data availability, system performance, and reporting capabilities across the enterprise.

Key Responsibilities:

- Administer and maintain BI platforms including Tableau, BusinessObjects (WebI, Crystal), and Syntellis Performance Solutions (formerly Kaufman Hall/Axiom).
- Support integration between various source systems, support tools, and the enterprise analytics environment.
- Collaborate with senior admins on end-to-end platforms such as Microsoft SQL Server, Caradigm Intelligence Platform, and Syntellis financial reporting tools.
- Assist in development and maintenance of custom web-based analytics applications.
- Participate in ongoing platform consolidation and modernization initiatives.
- Ensure secure, stable, and high-performing BI environments.

Required Skills and Qualifications:

- 2+ years of experience in IT, specifically in BI application administration and support.
- 1+ years of hands-on experience with enterprise-level Windows, Networks, and/or Application Operations.
- Experience with BI tool administration such as:
 - SAP BusinessObjects (Crystal Reports, WebI, Cubes)
 - Tableau Suite (Tableau Desktop, Server, Services Manager, Content Management Tool)
 - APOS tools
 - Syntellis Performance Analytics Suite (Performance Manager, HBI/Spotfire)

What We Offer:

- Fully remote U.S. opportunity with flexible work hours.
- Competitive compensation and benefits.
- Work on mission-critical BI platforms and innovative data projects.
- Collaborative team culture with learning and growth opportunities.

