Position Details

Position Name: BI Analyst Support
Reports to: BI Analyst
Time commitment: Part Time 62.5% (25 hours per week)

School Core Values

- Engagement: Approach life and work with complete attention, involvement and curiosity with the responsibility to make a positive difference in the world
- Ingenuity: Exhibit creative problem solving through experimentation, collaboration, research, and play
- Adaptability: Being able to adjust and thrive in a complex, rapidly changing environment
- Generosity: Ability to treat others with empathy, kindness, and respect in both word and action
- Happiness: Demonstrate to pursue happiness as a life goal, with awareness that some of the journey will be difficult, requiring self-knowledge and fortitude.

Preferred Qualifications and Experiences

- IT or Information Systems Engineering
- Minimum of 1-3 years of SQL and/or Oracle programming experience. Minimum of 1-3 years of self-service BI/Analytics tools and dashboard development with one or more of the following: Tableau, MS Power BI using MySQL/Oracle database connections . Statistics background preferred.
- Advanced user of Microsoft and Google office suits. Strong knowledge of database query, google scripts and reporting tools such as Tableau. Strong knowledge, understanding, and practical skills in relevant ERP systems. Knowledge and experience on ETL tools.
- Professional fluency in English and Spanish is required.

Skills

- Detail-oriented, adaptable and decisive, able to inspire trust in senior leadership, as well as operational stakeholders. Ideally have worked in an international environment and will be very much a "team player".
- Strategic thinker, who is excited by the challenge of growing and developing an information-driven decision-making culture, delivering reporting and analysis requirements to meet their needs on a number of performance metrics (financial analysis and students' information among others).
- Ability to develop customized solutions for data integration across different systems and databases. Ability to build ETL processes. Ability and experience with database structure and modelling.
- Ability to present complex information in a clear and concise manner.
- Ability to handle confidential matters.

- Strong analytical, conceptual and problem-solving abilities
- Proactivity on developing system improvements and issue resolution.
- Demonstrated passion for advanced data analysis, experience with relational databases and proficiency using analytic tools to answer business questions.

Main Duties and Responsibilities

- Develop data integration, ETL processes, visualization outcomes as report dashboards to support analytic requirements/opportunities across multiple divisions.
- Design and implementation of BI Architecture, with extensive coordination of Divisional budgets and support to Principals' budgeting and management processes.
- Work with users to establish requirements and identify areas where technology can be used to make processes more efficient, e.g. templates, reports, dashboards and business metrics from different data sources.
- Work with multi-relational databases and execute enhancements to applications as needed (e.g. Tableau, SQL, PowerBI).
- Audit processes and systems to gain efficiencies and improvements.
- Work with other team members to identify process improvement opportunities and implement those improvements by working with the Technology department, software vendors, and users. Highlight potential issues to the management team's attention.
- Development and maintenance of business intelligence reporting tools. Consult on reporting needs and help prioritize and implement potential improvements.
- Work closely and collaboratively with Nido staff and faculty to ensure initiatives do not interfere with core academic activities.

International School Nido de Aguilas is an equal opportunity employer. We thrive on being a diverse environment and seek the best talents who will contribute to generating an inclusive work environment. All qualified applicants will receive consideration for employment without regard to their gender, age, religion, race, ethnicity, marital status, cultural background, sexual orientation, languages, abilities, or any other personal characteristic.

Interested candidates should send their letter of interest along with their CV and reference list by January 14th to Fernanda Rivera, HR Analyst (frivera@nido.cl).