Manager Business Analyst

Position Overview:
The primary objectives of this position are to develop and analyze reports for the Marketing, Sales, and Sr. Leadership organization and provide the information and intelligence to drive critical business decisions. This person works with Business Analysts and Internal Customers to transform requests into robust solutions. This position is responsible for utilizing multiple analytical and reporting tools to develop reports and other outputs. This position will support the automation of reports to achieve efficiencies. This person will develop business requirement documents and be responsible for testing and validating solutions.

Key Job Responsibilities:

- Implement the automation of standardized reporting and analysis through the use of multiple tools. Obtain & maintain technical expertise of available reporting tools to enhance automated reporting efforts. The goal is to deliver the final product in an efficient, accurate and timely manner. Work with internal clients to rollout and training on report usage.
- Maintain and execute reports that currently reside outside of automated systems until they are fully integrated and automated.
- Partner with Analytics and Information Systems members to deliver information and tools necessary to fulfill customer needs.
- Ensure accuracy of reporting by developing and adhering to QC/validation procedures to achieve the highest level of accuracy and quality standards.

Education & Experience

- Bachelor’s Degree in Business, Statistics, Market Research, Computer Science or related field is required.
- Fully proficient in software applications such as Excel, Word, PowerPoint, etc.
- Strong analytical, problem solving, organization and communication skills required.
- Knowledge of MicroStrategy is a plus
- Experience utilizing SQL in creating queries, views and stored procedures
- Experience with Data Matching algorithms is a plus.
- 1-3 years’ experience is desired

To apply for this position, please contact:
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