

Department: Administration

FLSA Status: Exempt

Reports to: IT Team Lead

Date: 4/7/2026

POSITION SUMMARY:

The Data Analyst / BI Developer is responsible for extracting, analyzing, and reporting on ERP data, with a primary focus on SQL-based analytics. This role supports business operations through reporting, dashboards, and data-driven insights, with additional involvement in maintaining and improving internal tools.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Write, optimize, and maintain SQL queries for reporting and analysis
- Extract and analyze data from Epicor LumberTrack
- Develop and maintain reports using SQL Server Reporting Services and Crystal Reports
- Build and maintain dashboards in Power BI
- Validate data accuracy and troubleshoot discrepancies
- Work with operations and management to define reporting requirements
- Maintain and improve existing reports and data processes
- Support internal web-based applications as needed
- Other assignments as made by management

REQUIRED QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily.

1. 3 years of experience or equivalent further education required
2. Proficiency in SQL (joins, aggregations, data analysis)
3. Experience working with structured data (ERP or similar systems preferred)
4. Ability to translate business requirements into technical solutions
5. Strong problem-solving and analytical skills
6. Ability to work independently and as a team in a fast-paced environment

PREFERRED QUALIFICATIONS:

1. Experience with SSRS and/or Crystal Reports
2. Experience with Power BI (data modeling, dashboards)
3. Programming experience (Python, C#, Java, or similar)
4. Experience with internal tools or business applications
5. Exposure to manufacturing, inventory, or operational data