



Business Intelligence Analyst

Business Operations Analysis and Reporting

Firm Overview and Position Summary:

Duart Mull is growing its active portfolio of companies and is seeking to add a **Business Intelligence Analyst** to the team to work primarily as **an internal consultant to the portfolio companies**. If you are seeking a **very challenging and rewarding environment in which to grow your skills and experience in a broad range of high-growth companies, this may be a fit for you**.

Categorically, Duart Mull is classified as a Private Equity firm. That said, our source of capital and mode of operation is a bit unique. We directly invest our own captive funds in private companies. Secondly, we evaluate the strategies and oversee the performance of third-party managers who invest the portion of our funds that we do not directly invest.

The skillset involved for this role is heavily concentrated in data analysis, reporting, and visualization and business process optimization. The successful candidate will have the skillset to analyze business and operations datasets and help develop actionable insights into areas of improvement. As a Business Intelligence Analyst, the average breakdown of time is about 70% optimizing and reporting on portfolio company operations, 20% researching various aspects of prospective investment targets' operations and industries, and 10% working in Duart Mull's internal operations. This position is more akin to a business analyst consulting function than the traditional private equity researcher/financial analyst.

Duart Mull is not a venture stage investor, but our focus is on companies that are generally smaller than those that most traditional LBO funds would consider. Part of our investment strategy is actively creating value by working deeply in portfolio company operations and directional strategies. Because of the size of the companies in our portfolio, operations discipline, data analytics, and sales and marketing best practices are usually skillsets we can supplement. The areas where we focus those skills are most typically involved in defining and optimizing customer acquisition processes, making marketing analytics actionable, financial reporting & forecasting, systems development, and technology selection.

This position is highly tactical in that it will involve personally performing detailed operational analyses, generating business process maps, authoring detailed step-by-step procedural documents, and, in some cases, developing macros and automated workflows to supplement human processes. The tools typically employed are Microsoft Excel, Power Query, Power BI, Visio, Microsoft Dynamics CRM, and Microsoft SharePoint. Expert-level of knowledge on Excel and a firm understanding of relational databases are required technical skill sets in addition to formal training in business process engineering. Willingness to learn the tactical administrative functions of SharePoint & Microsoft Dynamics CRM is a requirement if those skills are not already in place. Any experience in software development, coding, or database design will prove beneficial. The Business Intelligence Analyst will also have the opportunity to work directly with business founders and management as well as leverage Duart Mull's dedicated offshore team in India for highly technical requirements.

REQUIRED EDUCATION:

- 4 – Year Degree from a top-tier campus-based university.
- Preferred Undergraduate Major in business administration, engineering, accounting, finance, mathematics, or relevant analytical discipline.

REQUIRED EXPERIENCE:

- 2+ years of total professional experience and/or relevant internships.
- 2+ years of data and/or operations analysis in an academic and/or business environment.

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REQUIRED SKILLS:

- Strong Quantitative Analysis and Numeric Reasoning.
- Advanced/Expert level in Microsoft Excel.
- Advanced/Expert level in BI databases, technologies and languages, such as Power Query (M), MS VBA, SQL Server (SQL).
- Advanced/Expert in visualization tools, such as Power BI (DAX) or Tableau.
- Proficiency in Microsoft Dynamics CRM, SharePoint, Microsoft Office Suite (all will become required skills to develop in self-study and on the job).
- Firm understanding of relational database design.
- Expert written and oral English communication skills.
- Ability to learn and apply complex technical information quickly.
- Ability to work and excel on multiple projects in a fast-paced environment.
- High level of independence, assertiveness, and decisiveness.

DESIRED EXPERIENCE: *(Not necessarily required)*

- Software development, WordPress, HTML, Java Scripting.
- Six Sigma or other process improvement certification.
- Quality System design and management.
- Knowledge of accounting and finance.
- MBA from a well-regarded campus-based university.

Beyond just education, skills, & experience:

- You are honest and trustworthy.
- You have an authentic passion for making businesses better and providing value to your teammates.
- You are obsessed with numbers, a logical thinker, but also enjoy the opportunity to be creative.
- You are a process person who plans obsessively and has the skills and background to prove it.
- You are succinct.
- You value company culture.
- You are curious, open-minded, and love the challenge of learning something new every day.