

Sorbara Group of Companies

Business Intelligence Analyst

About the Company

The Sorbara Group of Companies is a pioneering force in Ontario's real estate industry. Having operated commercial, industrial, office and retail properties, managed residential rentals, and built high-rise and low-rise communities for several decades, we have witnessed firsthand key changes in the Greater Toronto Area real estate market. This unparalleled wealth of experience has allowed us to develop long-lasting relationships with our partners, stakeholders, homeowners, tenants, and employees. With over 80 years of experience in our industry, Sorbara Group of Companies has built a thriving integrated real estate, planning, development, construction, investment and management firm.

About the Role

The Business Intelligence Analyst is responsible for transforming data into actionable insights that drive strategic and operational decision-making across the organization. This role partners closely with business stakeholders to understand requirements, develop data solutions, create reporting and visualizations, and identify opportunities for process improvement.

The successful candidate will possess strong analytical and technical skills, a proactive mindset, and the ability to communicate complex information in a clear and meaningful way. This position plays a key role in supporting business intelligence initiatives, operational reporting, data governance, and digital transformation projects.

Responsibilities

- Collect, analyze, and interpret data from multiple sources to support business operations and strategic decision-making.
- Design, develop, and maintain reports, dashboards, scorecards, and visualizations using tools such as Power BI, SQL Server, Excel, and other analytics platforms.
- Work closely with business stakeholders to understand reporting requirements and translate them into practical data solutions.
- Identify trends, patterns, risks, and opportunities through data analysis and present findings to management.
- Develop and maintain data models, queries, datasets, and reporting structures.
- Validate data quality and ensure the accuracy, consistency, and integrity of reporting outputs.
- Investigate and resolve data discrepancies and reporting issues.
- Support the implementation of data governance standards, documentation, and best practices.
- Assist in the design and improvement of business processes through data-driven recommendations.
- Collaborate with IT teams, business units, and external vendors on data, system, and integration projects.
- Participate in digital transformation and business intelligence initiatives across the organization.
- Prepare ad hoc reports, analyses, and presentations for leadership and operational teams.
- Mentor junior team members and provide guidance on reporting standards, analytical methodologies, and best practices where appropriate.
- Stay current with emerging data and analytics technologies and recommend opportunities for adoption.

- Perform other analytical activities, special projects, and duties as assigned by the Management Team.

Qualifications

Education & Experience

- Bachelor's degree in Data Analytics, Data Science, Computer Science, Information Technology, Mathematics, Statistics, Business Analytics, or a related field.
- Minimum 2-3 years of experience in a data analyst, business analyst, business intelligence, or similar analytical role.
- Experience supporting multiple business functions through reporting, data analysis, and insight generation.
- Experience working with large datasets and multiple data sources.

Technical Skills

- Proficiency in working within the Microsoft 365 ecosystem and Office apps.
- Strong SQL development and query-writing skills.
- Experience with Power BI or other business intelligence and visualization platforms.
- Experience designing and maintaining dashboards, KPIs, and performance metrics.
- Understanding of data modeling, relational databases, and data warehousing concepts.
- Experience with ETL processes, data imports, and integrations is an asset.
- Experience with Python, R, Power Automate, Fabric, Azure, or other analytics technologies is considered an asset.
- Familiarity with ERP, CRM, property management, financial, or operational systems is an asset.

Professional Competencies

- Strong analytical and critical-thinking skills with exceptional attention to detail.
- Ability to interpret complex datasets and communicate findings to both technical and non-technical audiences.
- Strong problem-solving abilities and a continuous-improvement mindset.
- Excellent written, verbal, and presentation skills.
- Ability to manage multiple priorities and work effectively in a fast-paced environment.
- Self-motivated with the ability to work independently while collaborating effectively with cross-functional teams.
- Strong organizational and project management skills.
- Demonstrated ability to learn new technologies and business processes quickly.

Preferred Attributes

- Naturally curious and driven to understand how businesses operate.
- Passionate about using data to solve real-world business challenges.
- Comfortable interacting with stakeholders at all organizational levels.
- Takes ownership of deliverables and follows through to completion.
- Enjoys working in a collaborative environment where innovation and continuous improvement are encouraged.

Sorbara offers competitive compensation commensurate with experience. The expected salary range for this position is \$65,000 to \$80,000. This position is available due to an existing vacancy.

How to Apply

Interested? We'd love to see your application! Please send your resume and cover letter to careers@sorbara.com referencing the Business Intelligence Analyst position. We appreciate your interest in the position; however, only candidates selected for an interview will be contacted.

The Sorbara Group of Companies welcomes diversity in the workplace and, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sorbara is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the recruitment process, Human Resources and/or the Hiring Manager will work with applicants requesting accommodation.