



BUSINESS ANALYST JOB DESCRIPTION

Primary duties include researching business processes, making reports with recommendations to the company's management and analyzing the potential impact of those recommendations.

Primary responsibilities

- Analyze the structure of a business to determine how it operates and determine its objectives
- Identify any problems with the current business model
- Recommend and help implement new systems, procedures, or changes
- Design potential solutions to any problems identified during the research phase
- Prepare and deliver a report of the findings to leadership with comprehensive risk and impact assessment
- Develop comprehensive end-to-end (E2E) test cases at the application and multi-application levels
- Oversee the implementation of approved process improvements
- Carry out training sessions and workshops to guide relevant teams
- Gather and organize information about a problem to be solved
- Research emerging technologies or business analysis systems that can help
- Acts as liaison with Information Technology and/or outside vendors to support relevant systems
- Interview employees and observe the problem or process in action
- Analyze financial data to help understand the scenarios
- Brainstorm solutions or other procedures
- Analyze cost benefits
- Maintain current understanding of industry standards, trends, and best practices through industry and professional networks

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills
- Extremely proficient in Microsoft Office Suite or related software program
- Extremely organized with great attention to detail
- Excellent management skills with the ability to lead, facilitate, motivate, and organize
- Ability to adapt to change
- Excellent customer service skills
- Ability to learn quickly and to creatively solve new problems
- Ability to negotiate and settle differences quickly and peacefully

Benefits

- 401(K) with Company matching
- Health insurance
- Dental and Vision insurance

- Life insurance
- Employee discounts
- Tuition Reimbursement
- Paid time off

Work Hours:

- Full-time (40 hours per week)
- Work place is remote with minimal travel