Job title	*Business Analyst*
Reports to	*Vice President*

1. Job purpose

We are hiring a Business Analyst to join our project team. You will work alongside other business analysts and report directly to the vice president. Your main tasks will include performing detailed requirements analysis, documenting processes, and performing some user acceptance testing. To succeed in this role you should have a natural analytical way of thinking and be able to explain difficult concepts to non-technical users.

2. Duties and responsibilities

- Create direct channels of communication to software and application developers that get the job done without managerial interjection
- Identify business trends utilizing real data, compile analysis reports that are delivered to developers and then follow-up on all results
- Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress
- Determine and document user requirements for business processes and abide by those requirements for future projects
- Ensuring that the recommended solution is both commercial and competitive
- Understanding business requirements and translating them into specific software requirements
- Understanding both technical designs and specifications
- Analyzing and documenting the required data and information
- Evaluating information harvested through surveys and workshops, task analysis, and business process description
- Having strong technical skills, business intelligence, and a full understanding of the needs of the customer
- Being able to effectively communicate with external clients and internal teams to deliver GUI, interface and screen designs
- Being an interface between technology teams, support teams, and business units

3. Qualifications and Skills

- Bachelor's or master's degree in related technical field
- 5+ years of associated work experience

- Advanced SQL database management and maintenance skills
- Practical application ability with Microsoft Office and Visio
- Experienced in Rational Unified Process
- Experience in Scrum Framework and Agile processes
- Detailed analytical abilities
- Strong experience in user acceptance testing
- Experience creating detailed reports and giving presentations.
- A track record of following through on commitments.
- Excellent planning, organizational, and time management skills.
- Experience leading and developing top performing teams.
- A history of leading and supporting successful projects.

4. Working conditions

- Work in an office environment, at times at a client site
- Usually work a standard work week but does require flexibility in work hours
- Must be able to travel
- Client sites are industrial by nature therefore PPE is required as well as adaptation to the conditions and responsibilities of the environment

5. Physical requirements

- Sedentary office work
- Travel

Approved by:	*Chief Operating Officer*
Date approved:	*2020-09-01*
Reviewed:	