



JOB DESCRIPTION

BUSINESS ANALYST

COMPANY DETAILS

Provide potential candidates a brief overview of your company, as well as a rough outline of the product or service they'll be managing. Employees are much more likely to engage and connect with a company that can explain their ethos and mission. You can provide links to videos, or your company website.

OFFICE LOCATION:

ROLE OUTLINE

Our company is seeking a business analyst to act as the crucial connection between our IT capability and our business goals. The successful candidate will do so by supporting and safeguarding the completion of tasks including analysing, building, testing and deploying our software's various features. Our business analyst will need to be an expert at analysing data and coming up with solutions, in addition to being well versed in communicating with a wide range of people. A very firm grasp of technology is required. The successful applicant will work within our company to help handle changes, and plan steps going forward that reflect the overarching business goals.

POSITION STATUS: CASUAL/PART-TIME/FULL TIME/CONTRACT (SELECT ONE)

DUTIES AND RESPONSIBILITIES

The successful applicant will carry out the following duties and responsibilities:

- Outline the configuration specifications, and requirements for business analysis
- Facilitate communication with internal colleagues and stakeholders as to how to better the service
- Regularly audit quality assurance, and always consider the risks involved in your suggestions
- Outline for other staff the requirements for reporting
- Create healthy relationships with business partners, and work in tandem with them to boost integration
- Assist in designing, documenting and maintaining system procedures

- Frequently identify the common sources of technical problems, and provide solutions to rectify these issues
- Detail key findings to the team responsible for the product
- Always be on the alert for potential issues, and ways to better service the customer
- Assist the internal team with implementing recommended product changes

REQUIREMENTS

The successful applicant will have the following experience and skills:

- Minimum two years' experience in a similar role, such as Business and Systems Analysis or Quality Assurance
- A tertiary degree in Information Technology or Computer Science
- Exceptional technical ability
- A proven record outlining business changes and testing
- Previous experience assessing data to inform business decisions
- Familiarity with data visualisation tools and methods
- Comprehension of creating process documentation
- Ability to function highly in groups
- High level communication skills, written and verbal, and the ability to write technically

Please provide a full cover letter and resume to the manager to be considered for this role.

CONTACT DETAILS

Manager Name	
Store Number	
Email Address	