
Junior Business Analyst

Position Overview

The Business Analysis team is responsible for supporting the design and development of both custom and core product features. Business Analysts work with domain experts to solicit and identify business requirements, address usability concerns, and document solutions.

As a member of the Business Analysis Team, the Junior Business Analyst supports the team members throughout the project lifecycle. As a member of the Business Analysis Team, the Junior Business Analyst plays an integral part of the product design process. Under the direction of senior Business Analysis resources, you will aid in documenting both business requirements and comprehensive solutions for a number of projects.

Responsibilities

- Under direction of a supervisor, assist with the daily management of operational functions of the Project Team, including preparation and minutes for standing meetings, reporting processes, information flow.
- Under the direction of a supervisor, provide documentation support for requirements gathering; process analysis; gap analysis; design of new functionality; and product testing.
- Participate in project walkthroughs: business requirements gathering, design walkthrough, functional test plans and implementation sessions.
- Develop periodic project progress reports.
- Manage written communications between stakeholders and internal business units.
- Manage and maintain content management and control processes and tools.

Competencies

Required

- Extremely Strong communication skills – able to communicate clearly, effectively and in a timely manner.
- Excellent analytical and critical thinking skills - able to analyze and solve problems. Ability to identify and document solutions to complex business problems with accuracy.
- Self-Starting - takes independent action and goes beyond what the job or situation requires.
- University degree in English, Communications, or Technical Writing.

Important

- Attention to details.
- Knowledge of Microsoft applications, Word, Visio.
- Results oriented - Strives to achieve high levels of individual and organizational performance.
- Strong customer relationship skills.
- Previous work experience in a corporate setting.

Nice to Have

- Previous Analysis experience (Business or Technical).
- Technical Writing experience.
- Computer Science experience.
- Broadcast / Media industry experience.

Expected Outcomes

- Gain great experience understanding how Business Analysis plays a strategic role in the software development lifecycle.
- Take on personal responsibility for a number of project deliverables.
- Interact successfully with other team members.

Reality Check

- This is a multi-faceted role where you will be reporting to multiple stakeholders throughout a project lifecycle. You will need to be flexible and be able to switch “hats” seamlessly.
- This is a position in a fast-paced environment; meeting deadlines will require perseverance.
- Travel may be required. The frequency and location is determined by the project requirements.
- You need to have correct and up-to-date travel documentation, immunization records and driver’s license.