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**Job Responsibilities:**

- ) Conduct extensive investigations into business use cases and requirements, clearly document, and communicate to engineers for the design of the solutions
- ) Analyze data, conduct surveys, hold focus groups, and other meetings to facilitate gathering of business needs and requirements
- ) Output should accurately reflect the business value, backed up by key performance indicators around cost, productivity, time saved, or other tangible metrics
- ) Analyze business requirements and help translate into a technical solution. Document business level success metrics
- ) Qualify business requests for submission through the project intake process
- ) Engage with cross-functional teams to socialize business requirements and analyze options for technical solutions and ensure compliance to business objectives
- ) Coordinate end to end lifecycle of pilots and UAT and application testing
- ) Business engagement throughout the execution of the projects to ensure a successful transition through communication, change management, training, and post-implementation support
- ) Effectively collaborate and communicate with the functional stakeholders in various business groups and IT
- ) Vendor engagement as needed

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**Required Skills:**

- ) 5+ years working in Enterprise environments with over 4,000 users as a Senior BSA or similar role
- ) Background in business process analysis & system requirements
- ) Experience working with collaboration and event management tools
- ) Self-motivator who can proactively run with tasks and projects on their own
- ) Highly organized with superb documentation skills
- ) Ability to work on multiple efforts simultaneously, prioritize conflicting demands, and set expectations accordingly
- ) Customer service oriented with strong interpersonal and leadership skills
- ) Excellent time management and prioritization skills

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**Additional:**

n/a