

Job Title: Business Analyst

Job Overview

We are looking for an experienced Business Analyst who will analyze business processes, gather requirements, and help design effective business solutions. The candidate will work closely with stakeholders, technical teams, and project managers to improve operational efficiency and ensure successful project delivery. The ideal candidate should have strong analytical skills, excellent communication abilities, and experience translating business needs into technical requirements.

Key Responsibilities

- Analyze existing business processes and identify opportunities for improvement
- Gather, document, and validate business requirements from stakeholders
- Translate business requirements into functional and technical specifications
- Design and implement business solutions aligned with organizational goals
- Collaborate with cross-functional teams including developers, QA, and project managers
- Monitor project progress and ensure solutions meet business requirements
- Provide analytical insights to support decision-making
- Create reports, documentation, and process workflows
- Support testing, implementation, and post-deployment activities

Qualifications

- Bachelor's or Master's degree in Business Administration, Computer Science, IT, or any related field
- 5–8 years of experience in Business Analysis or related role
- Experience working with stakeholders and cross-functional teams
- Knowledge of business process modeling and requirement gathering

Required Skills

- Adapting to Change
- Attention to Consistency
- Bid Contracts Knowledge
- Interpersonal Dynamics with Coworkers
- Microsoft Excel
- Microsoft Office Suite
- Results Orientation
- Time Management Skills

- Ability to Work Under Pressure
- Strong Written and Verbal Communication Skills

Preferred Skills

- Experience with Agile/Scrum methodology
- Knowledge of data analysis and reporting tools
- Experience with process mapping tools (Lucidchart, Visio, etc.)