Downloaded from <https://www.velvetjobs.com/job-descriptions/business-analyst-associate>

# Example of Business Analyst Associate Job Description

Our company is hiring for a business analyst associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business analyst associate

* Gather information on business process and procedures
* Receive/identify problem or process, research alternatives, contribute to presentations, test to confirm, and participate in implementing solutions for defined business processes
* Collaborates with business owners/stakeholders to understand business needs
* Act as a liaison to help translate business needs into clear requirements and designs to management and their customers
* The BA will also be responsible for letter generation using a product called ADF
* Provides input on application testing design and coordinates performance of tests
* Can provide feedback on project status, offering constructive options to ensure project tracks to original expectations
* Direct activities, take ownership, monitor details and guide the team
* Specifies and designs small systems
* Evaluates and undertakes impact analysis on small complexity design options

## Qualifications for business analyst associate

* Minimum 1+ years of Business Analyst experience or equivalent role
* Experience in conducting user workshops, focus group sessions & other collaborative techniques
* Experience with system development methodologies- Knowledge of Ford IT software development processes and tools
* Interest and/or experience in Combinatorics (Combinatorial mathematics)
* Minimum 3+ years of experience gathering business requirements analysis and take lead on identifying potential solution alternatives
* Strong MS Excel skills complex reports, pivot tables