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# Example of Business Analyst / Systems Analyst Job Description

Our company is looking to fill the role of business analyst / systems analyst. 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 / systems analyst

* Maintain and develop dashboards on trends and metrics around pricing execution
* Maintain enhancement documentation over the project lifecycle
* This position requires occasional travel to customer sites for intensive requirements analysis
* The right candidate is an outstanding listener, highly-organized and independent, with a proven ability to communicate to clients and stakeholders at all organizational levels
* Propose and document solution designs, working iteratively with Engineering to refine the solution design
* Shape solutions to fit business objectives in the Supply Chain domain in the capacity of a business systems analyst
* Capability to estimate work and provide meaningful input to project planning process
* Demonstrated capability to author quality documentation that can be used to capture relevant information and be meaningful input to dependent roles
* Facilitates and encourages communication and information flow between end users and the project teams to refine requirements, define the project vision, and develop project goals and roadmaps
* Manage and prioritize requirements through the development lifecycle

## Qualifications for business analyst / systems analyst

* Self-motivated and able to lead and excel in a high pressured environment
* Up to 2 years’ experience in testing and/or business analysis
* 1-2 years of insurance industry experience and basic knowledge of insurance company operations preferred
* Bachelor's degree in one of the following functions Business, Finance, Sales Operations, Marketing, Contracting or a related field is required
* A minimum of 4 years of related experience in roles such as Contracts Analyst, Sales/Marketing Analyst, Supply Chain Analyst or a similar role
* Excellent customer service skills, which include the ability to gather feedback, display a sense of urgency, make recommendations, follow-up, and follow through to deliver timely solutions