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

# Example of Business Mgmt Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of business mgmt analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business mgmt analyst

* Assess, research, analyze and document sponsor/stakeholder needs in accordance with Project Life Cycle and CMM deliverables utilizing reporting tools, requirements
* Recommends business solutions that satisfy sponsor/stakeholder needs continually exploring and assessing options for client value-add
* Oversight of management fee process for CWM and CPC Managed Accounts
* Establish/Create/Analyze reports relevant to Operations functions
* Propose process reengineering solutions to resolve current process breaks and identify areas of opportunity for improvement
* Ensure adherence to established User Tool policy and procedure creation/maintenance
* Ability to occasionally work non standard hours, including early morning, late evening and weekends to accommodate testing schedule requirements
* Manage the organization’s Work Intake (WI) process which includes both adding capacity to the current qualification and estimation exercises focusing on improvements to streamline the process and add transparency
* Track program & project level progress and delivery, establish metrics, measure and provide transparency through reporting
* Organize logistics and help to develop content for town halls, web casts, videos, – ensuring consistency in messaging and alignment with strategy

## Qualifications for business mgmt analyst

* Minimum of 5 years’ experience as an IT Business Management Analyst with a focus on defining and developing business processes
* Minimum 3 years’ experience supporting divisional or department-wide projects/programs
* Bachelor's Degree in Computer Science, Information Systems, Business Administration and/or other related fields
* Manage and keep multiple stakeholders at all levels informed
* Bachelor's degree preferred or 8 years of equivalent work experience
* Minimum 8 years experience in technical documentation planning, including software end-user documentation development and administration