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# Example of Business Process Management Job Description

Our company is growing rapidly and is looking to fill the role of business process management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business process management

* Provide team coordination, administration and operational support
* Maintain existing business / IT systems
* Gain Exposure to financial planning and cost management
* Support the business with the use of Business Intelligence Reporting (OBIEE)
* Coordinate with functional business leaders and the VP, Business Process Management to identify the highest priority business process improvement opportunities across Retirement
* Evaluate ‘Idea Generator’ program submissions, identify owner(s), and assign
* Working closely with the VP, Business Process Management, introduce and develop the organizational continuous improvement capability across Retirement
* Provide on-going communication of all continuous improvement activities
* Manage and prepare reports for the business needs as per agreed timeline for the entire Order Management team
* Achieve agreed department KPI’s to drive superior service level delivery

## Qualifications for business process management

* Strong communication skills (written & verbal) and ability to interact with all levels of the organization
* BPMN 2.0 certification, preferred
* Bachelor's degree in Computer Science, Management Information Systems related field preferred or related work experience
* 2 or more years with BPM methodology, Process Modeling, and Analysis
* 2 or more years experience Progress BPM and/or other BPM application
* 2+ years in programming, using Java, Javascripting, and PL/SQL a must