Downloaded from <https://www.velvetjobs.com/job-descriptions/business-process-specialist>

# Example of Business Process Specialist Job Description

Our company is looking to fill the role of business process specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business process specialist

* Oversight of IS&T travel, entertainment, professional development and professional services
* Train and support Project and Service Managers with project expense tracking processes
* Establishes and maintains working relationships within various departments, functions, channels, business management, and program sponsors
* Collaborate with and advise the customer account managers and senior management on unacceptable risks, non-standard terms
* Provide metrics/reporting for process efficiency, SOX compliance, management KPIs, process scorecards
* Prepare and execute the tactical business plan for the IS department
* Implementation of Global, Regional and Branch IS projects
* Provide technical support to branch users and perform troubleshooting on PC, software
* Facilitates process analysis discussions with cross functional business users
* Participate in global meetings for sharing of best practices

## Qualifications for business process specialist

* Familiar with quality assurance discipline and tools application in manufacturing/servicing process, such as 8D, FMEA, SPC, MSA, LEAN, Six Sigma
* Certified in IBM BPM
* Understanding of testing strategies
* Ability to plan, prioritize, and support multiple concurrent projects and tasks
* Ability to understand and work with ANT Scripts
* Knowledge of PVCS (AccuRev preferred)