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# Example of Operations Business Analyst Job Description

Our growing company is hiring for an operations business 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 operations business analyst

* Responsibilities include tracking sales results versus individual objectives, maintaining and reporting sales achievements, Quarterly and monthly revenue tracking and reporting, ad hoc reporting, and PO validation
* Coordinates sales forecasting, planning, calendar, and budgeting processes used within the sales organization
* Provide any relevant learnings, feedback or suggestions to the wider Support Delivery teams to help improve performance
* Synthesize findings and derive conclusions from analysis and make oral/written recommendations to upper management
* Participates in BU reviews to identify process and system gaps
* Reduce Getaways Hotel and Tours customer service contact and refund rates
* Partner with product management
* Prepare Enrollment and Payment data reports
* Manage non-payment termination and member premium invoicing process
* Assist in developing and implementing new product lines and initiatives

## Qualifications for operations business analyst

* 2-4+ years of relevant work experience in highly analytical roles (consulting, investment banking, product analytics)
* Acts as a liaison between corporate shared services and internal business units
* Communicates appropriately at all levels of the organization
* Experience in contract and purchase order processing, billing, and invoicing
* Ability to handle pressure and manage tight deadlines
* Ability to execute tasks independently and in a team environment