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# Example of Project Business Analyst Job Description

Our innovative and growing company is hiring for a project business analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project business analyst

* Consolidate deliverables and acquire approval from Customer PM/Dev Directors
* Project Management of projects
* Maintain a high level of communication with internal and external teams
* Manages project documentation (implementation plan, issues log, process maps, ) and documents process flows and gaps
* Develop and maintain productive working relationships with designers, developers, testers throughout the project
* Establishing strategy and managing an effective testing process that ensures a quality delivery of all Retail Payment Solutions (RPS) related projects
* Conduct QA/QC reviews of projects and associated artifacts
* Providing project and analytical support to Fraud and Disputes Operational and Case Processing Teams, Corporate Payment Systems (CPS) and other functional areas
* Leading project and analytical support to assigned business line
* Performing research and analysis on current business processes and/or systems seeking business efficiencies or improvements

## Qualifications for project business analyst

* Autonomy, ability to prioritize and impact focus
* Available to travel at country and international level
* Strong interpersonal skills to facilitates interactions among teams in operations and within GDIA
* Strong organizational skill and commitment to turn products and services in efficiently
* Strong word/ excel and ideally MS project experience
* 3+ years of hands on project management and business analysis experience