



Example of Analyst Business Operations Job Description

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Our company is looking to fill the role of analyst business operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for analyst business operations

- Dealing directly with 3rd party service providers and software vendors
- Recommend and develop training and support tools, including FAQs and other documentation
- May supervise Solutions Business Analyst
- Responsible for tracking of time/utilization within all delivery functions of a designated region
- Works closely with Sales, and Professional Services personnel in ensuring Professional Services revenue is properly credited within the specific Practice areas
- Responsible for the production of reports identifying expenses for the designated division
- Supports and cultivates a "Customers for Life" relationship by fulfilling the needs of Professional Services employees and their customers
- Prepare reports by collecting, analyzing data to meet business needs
- Develop dashboards, periodic and/or adhoc reporting
- Develop, gather, and assess complex data from various sources to solve operational issues and/or drive efficiency and PPI objectives

Qualifications for analyst business operations

- Bachelor's degree in Accounting or Finance and minimum of 1-2 years related experience required

- Driving pricing process by designing, implementing and managing projects to a successful conclusion
- JDA Experience required!!
- Bachelor's degree in Engineering or Operations discipline (Master's degree preferred)
- Strong interest and passion for operations topics including manufacturing, lean production, product development, supply chain, purchasing and supply management and/or service-oriented operations