Our company is growing rapidly and is searching for experienced candidates for the position of analyst, production. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, production

- Provide realistic expectations for production and delivery of trucks from the suppliers
- Act as an interface between our field associates and our suppliers
- Work with suppliers to mitigate any delays or problems during the build and delivery of our equipment
- Facilitate conference calls/meetings with suppliers as needed
- Knowledge of SDLC and application development, project management processes, release coordination, solution/design configuration, UAT and SIT testing
- Lead meetings to review projects and communicate project status, present business process improvements, demonstrate application functionality, and ensure projects sponsor's need are being met Follow all Offsite Services facility policies
- Clearly communicate business priorities and requirements to project team
- Elicit and Interpret business requirements using interviews, document analysis, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis
- Create and deliver business analysis documentation (Business Requirements Documents, Use Cases, GUI Interface designs, process and workflow diagrams)
- Plan, manage, and document User Acceptance Testing and User Training for release coordination

- Post Graduate or B.Com/BCA Graduate with a good academic background
- Passion for solving investment business problems and enthusiasm for learning
- To operate production software to fulfil client requirements and meet delivery schedules
- To control, support and initiate processes that collect, load and export electronic files
- Appropriate monitoring of load queues to guarantee files are input in the correct sequence and that the load is balanced to optimise system resources
- To support systems by following correct procedures after system failures or data errors