



Example of Associate Business Analyst Job Description

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Our innovative and growing company is looking to fill the role of associate business analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate business analyst

- Interact with stakeholders to gather information regarding structure, policies, and systems needs in order to recommend solutions that enable the organizations to achieve their goals
- Define and document precise and accurate User Story acceptance criteria that will be used by developers, automation test frameworks and by product owners to ensure that product owner intent is effectively captured and tested
- Arrange client reviews of software under development, ensuring client satisfaction and signoff
- Provide regular and detail-appropriate reports regarding the current status of projects
- Maintain a traceability matrix throughout the life of a project
- Work with developers with the creation of Design Documentation, Test Plans, Operating Guides and User Guides
- Participate in the implementation of new systems including support of use cases, user acceptance testing, and post-implementation support
- Participate in resolution of production failures for the lines of business and stakeholders
- Responsible for various types of documentation
- Under direct supervision, review Requests For Proposal (RFP)

Qualifications for associate business analyst

- Working knowledge of Word, Visio, Project Management tools, SharePoint and other knowledge management tools
- Familiarity with workflow and document management platforms
- Experience with emerging technical, web services, Java, and J2EE, cloud architectures, mobile applications, security and/or any other service-oriented architecture
- Experience working on large complex programs as a Business Analyst and/or supporting other Senior/Consulting Business Analysts for Enterprise Programs/initiatives
- Have experience mentoring peers and other staff