

Example of Business Analyst Assistant Job Description

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Our company is growing rapidly and is looking to fill the role of business analyst assistant. 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 business analyst assistant

- Provide oversight on key deliverables from each FI/II team, to ensure they are well executed according to plan
- Provide regular business updates at various senior forums, including but not restricted to Global Industry Council, IBG Mid-Month review, senior management (eg CEO, GMC, Board)
- Collation and review of business pipelines and inputs
- Work with respective FI & II teams to enhance regional connectivity and update of industry trends
- Ensure key account plans are submitted and executed on timely basis
- Develop business presentations, highlighting business momentum, risks and challenges, and progress of initiatives
- Work with key stakeholders (eg respective COO Offices, RMG, product partners) and ensure alignment of FI/II business strategies
- Be involved in enhancement of business infrastructure, processes and enablers, as part of building our regional FI franchise
- Develop, track and manage budget for Information Technology within the Corporate Platform & Shared IT function, act as lead point of contact for annual budget and forecast process
- Evaluate existing models and scenarios

Qualifications for business analyst assistant

- Typically requires a degree, BA, BS or a minimum 3+ years of technical experience preferably in HR and banking
- Bachelor's degree (or equivalent) in a related field required
- Experience as in Business Analyst in a similar industry
- Experience with credit risk or financial analysis and software
- Must possess strong initiative and a get-it-done attitude
- Excellent oral and written communication skills , and ability to communicate effectively with internal and external contacts