



Example of Business Analyst Associate Job Description

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Our company is growing rapidly and is hiring for a business analyst associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for business analyst associate

- Supporting the budget process preparation templates, pre-package and presentations, follow-up in Global Financial Planner tool to ensure all budgets are updated on times, budget consolidation and updating the budgets in the system
- Adhoc analysis based on the stakeholder requirement
- Drive emails, banners, through appropriate approval processes ensuring controls, risk, compliance and legal engagement
- Lead or participate in process improvement efforts
- Approach assignments from a system perspective by evaluating the effect of an initiative not only from a Customer Service operations perspective, but utilizing knowledge and experience of applicable regulations, other business units, and supporting computer systems
- Participate in the development, maintenance and communication of Customer Service and/or Field Operational policies, procedures and processes
- Manage departmental reporting and metrics
- Evaluates and interprets new or revised regulation in the form of tariffs, contracts, or rules and regulations issued by the Illinois Commerce Commission (ICC) other legal regulations issued by state or federal government
- Utilize Continuous Improvement, Resource Planning, and Training to acquire

- Provides daily support to Customer Service and/or Field Operations

Qualifications for business analyst associate

- PLM data management software experience
- Strong Teamcenter Unified Architecture (TcUA) product knowledge
- Electrical Electronics Systems Engineering (EESA) Domain Knowledge
- Interest and/or experience in automotive Industry
- Excellent understanding of software customization and development processes
- Comprehensive understanding of US FATCA from a documentation and regulatory standpoint is a plus