



Example of Business Analyst, Staff Job Description

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Our company is looking to fill the role of business analyst, staff. 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, staff

- Assist with management, prioritization, troubleshooting, resolution, and escalation of issues
- Acts as a subject matter expert and resource to others by demonstrating a solid understanding of web and mobile interactive design and development principles and best practices to effectively guide business and technical stakeholders on project conceptualization, strategy, design, and functional requirements
- Translates business requirements into functional specifications and prototypes for UX designers, software developers, data architects, QA testers, usability evaluators, and other technical stakeholders
- Develops and presents project management schedules and effectively lead teams through moderately and highly-complex projects lasting from weeks to several months
- Oversees implementation of analytics services, including creation, distribution, and management of dashboards and reports
- Develops training materials and conducts training to peers and users
- Maintains expert level understanding of core applications and systems eBusiness uses to build and maintain web and mobile services, including content managements systems and supporting data sources, to effectively consult stakeholders on project feasibility, design, work effort, and implementation schedules
- Consults with key business and technical stakeholders on selection and

- Effectively leads project teams of business and technical people from multiple departments and outside contractors
- Participates in the coaching and mentoring of associate and staff level employees on all job essentials

Qualifications for business analyst, staff

- Experience with a variety of data layouts, formats, and file types is preferred
- Demonstrated ability to interact, influence and communicate with executive leadership during formal reviews, ongoing information communications
- At least five years of experience in an operations or project management related position with a track record of successful execution
- Highly organized, exceptional problem solving skills, ability to multitask and manage competing priorities
- Strong financial acumen is preferred and individual must have strong quantitative skills and experience taking raw data and drawing actionable insights from it
- Strong communication and project management skills, including mastery of relevant tools like PowerPoint, Word