



# Example of Business Architecture Job Description

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Our innovative and growing company is hiring for a business architecture. 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 architecture

- Process all incoming mail, messengers and deliveries
- Prepare outgoing mail, messages and shipments as requested
- Create, update and manage internal documents (templates, spreadsheets, contracts, proposals, administrative) – digital and hardcopy
- Manage office voicemail and general email accounts
- Word processing as requested (letters, memos, transmittals, labels, meetings minutes, agendas, etc)
- Arrange client and staff meetings
- Manage office calendar
- Keep an inventory of and maintain office supplies
- Keep an inventory of and maintain kitchen supplies, including groceries
- Manage computers and printers with IT, troubleshoot, coordinate general maintenance

## Qualifications for business architecture

- Be confident in interaction with all levels of employees and navigating organizations
- Strong analytic skills with a demonstrated ability to analyze business processes and build an integrated end-to-end future state vision across functional business units
- Ability to manage several projects/tasks simultaneously and to manage

- 12+ years of experience of implementation and management of business automation solutions including hands on SAP (SAP ERP/ECC, SAP CRM/SD, BRIM, Hybris, SAP BO/BW, SAP HANA, Business Objects, SAP NetWeaver ) experience in a business and/or solution architect role
- 7-10 years of significant track record in business transformational change management including people, process, and technology initiative management in cross-functional environments