



# Example of Business Ops Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of business ops analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business ops analyst

- Develop, optimize and maintain database, middleware (as needed) and web interface solution based on prioritized business requirements
- Document processes for all reporting, analytics and system administration
- Produce and deliver training content for all levels of users / administrators
- Conduct business review sessions with various stakeholders to ensure solutions stay current and business requirements are being consistently met
- Support market due-diligence and site selection for existing and new markets
- Develop regional data center strategy and manage the site selection effort for real estate, economic development incentives, energy and utilities, network connectivity, legal and financial considerations
- Negotiate commercial and business terms, while partnering with Legal on vendor on-boarding and legal review
- Support site selection efforts by researching real estate and utility cost, tax incentives, government affair and data privacy
- Serve as the key business partner working directly with senior management and other internal stakeholders to provide data center selection recommendations
- Responsible for ensuring proper coordination, communication, and execution planning takes place prior to changes being made into live environments

## Qualifications for business ops analyst

- Responsible for continual improvement of the service offered

- Takes action to resolve complaints and identifies need for corrective/preventative action
- Ensure a smooth working relationship with other teams and assists them in meeting goals
- Ability to work without direct day-to-day guidance and make sound independent decisions impacting operations