



Example of Business Solution Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of business solution analyst. 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 solution analyst

- Identify interdependencies between functions and/or processes and work closely with required parties to ensure effective process design
- Develop process redesign / improvements and tool development, including scenario planning and resource modelling that can significantly impact efficiency, quality, profitability and customer satisfaction
- Co-ordinate with subject matter experts to develop process improvements, reporting of changes and development of relevant reports which detail progress, adverse trends and appropriate recommendations and conclusions
- Facilitate cross-functional team activities (client / L+G) related to project and process communication and introduction / improvement
- Ensure effective implementation of change
- Support the achievement of accreditation standards
- Work closely with colleagues on the University Information Systems team with business users (administrators for all University's schools/divisions, deans, departmental leaders, President and Provosts Office and departmental users) that the team supports
- Responsible to support, maintain and enhance the systems that we support to implement new systems formalize requirements gathering process test-driven development process, automate testing and identify the tools that would make this process more efficient
- Work with business partners and operations team members to understand

activities to determine alternative business solutions or process improvement opportunities

- Maintains a solid knowledge base of the functional capabilities of and is a Subject Matter Expert in consulting channel and the various areas and products within it

Qualifications for business solution analyst

- MS office skills including MS access preferred
- Bachelor's degree and a minimum of 5 years' experience in IT Operations, project management or a related field are highly desirable
- Strong commercial awareness within the consumer products/manufacturing industry desired over a 3-5 year period is highly desirable
- Strong written communication abilities with fluent written and spoken Japanese and English
- Bachelors Degree in Business Administration, Computer Science or other related field
- Experience is use of modelling tools such as Viso and/or similar