



Example of Business Specialist Job Description

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Our company is hiring for a business specialist. 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 specialist

- Perform process reviews and identify improvement opportunities
- Produce problem statements, project charters, process maps, gap analyses, high-level requirements
- Develop queries, perform data analysis and identify trends
- Conduct cost-benefit analysis and proof-of-concept
- Perform benchmarking and best practices review
- Present recommendations supported by detailed analysis to business partners
- Provide implementation support by defining an implementation plan, supporting the IT team for high-level system requirements gathering, and interfacing with the business sponsors through roll-out
- Contribute to the intellectual capital development of the BTS group
- Assists Chair with faculty reappointments and promotion processes
- Provide reports on quarterly/yearly basis

Qualifications for business specialist

- Excellent English communications skills - must be able to communicate effectively orally and in writing (at least B2 level according to internal assessment)
- Strategic thinker, strong interpersonal and analytical skills, problem-solving orientated

- Ability to translate management strategic decisions and directions in actions and drive the implementation of this
- Ability to identify, develop, monitor and drive to completion of strategic plans
- Ability to identify room for improvements within all business areas, develop and drive them to completion