Our growing company is searching for experienced candidates for the position of business systems analysis. 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 systems analysis

- Responsible for review of Business Systems Analysis process deliverables
- Build, maintain, and leverage relationships to gather critical information and influence key decisions
- Contribute strong thought leadership to project teams to support tool integration, transparency of data and efficiency in process
- Written and verbal communication on progress of team initiatives at the team, area, division, firm level
- Responsible for understanding key FA and BOA measurements and impacts of change to the key measurements
- Elicit requirements for the gap analysis using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis
- Builds and tests XML messages
- Gathering requirements from internal or external clients
- Translating them into requirements
- Prepare functional specifications for new products and features

Qualifications for business systems analysis

- Excellent problem solving skills, high level of determination and positive demeanor
- Qualitiy Assurance / Process Improvement experience an asset

Marketing or related field is preferred

- Must have knowledge of file set-up, maintenance, filing procedures, basic math, spelling, grammar, punctuation, and English usage, and report & letter formats
- Must have the ability to communicate effectively and tactfully with all levels of personnel and outside sources
- Manage the integration of all systems, projects and technical interfaces to ensure a high level of service and support to the client and efficient system operation