



# Example of Junior Business Analyst Job Description

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Our company is searching for experienced candidates for the position of junior business 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 junior business analyst

- Manage service requests, scheduling work to deliver against timescales, and set expectations with requestors, keeping them informed of progress
- Working with the Business Systems team in the management and delivery of the future roadmap for the existing application portfolio ensuring that upgrades and enhancements are evaluated and deployed appropriately in collaboration with business users and technical colleagues
- Ensure new systems and enhancements are transitioned to Business as Usual operations in a smooth and efficient way
- Prepares technical reports by collecting, analysing, and summarising information and trends
- Translates requirements into collateral to be used in agile development teams, such as Epics, Features and User Stories
- Maintains and develops related collateral, such as user documentation, notifications and updates client facing wikis
- Uses analytical methods for developing implementable requirements, including use-case analysis, top-down analysis, data-flow diagrams, gap analysis
- Uses graphics tools such as Visio for creating rich pictures that summarise and explain requirements
- Expected to develop a network of relationships within the organization in order to achieve results and to effectively communicate vision and status both within/across teams to management
- Preparing monthly reporting

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- 3-5 years demonstrated experience in various data reporting systems, , business objects software or other business intelligence tools, is preferred
  - You look for innovative solutions to problems within assignments
  - Understanding of analysis and design using industry standard methodologies
  - Works to align business, function, and geography requirements with IT plans and priorities
  - Facilitates business, function, and geography involvement in IT projects to identify requirements, gather feedback, and finalize scope
  - Identifies opportunities for IT to leverage solutions across business, function, and geographic organizations