



# Example of Junior Business Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of junior business analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for junior business analyst

- Checking bills provided by suppliers (provided service, sum of cost, proving documents)
- Fulfilling databases for secondary, primary, warehousing, customs services
- Verifying KPIs provided by suppliers
- Calculating business cases
- Preparing proper claim documentation for warehouse service
- Ensuring that logistics specialists are regularly informed about cost effectiveness in their area of responsibility
- Build good relationships with CS team
- Interact with CS team members upon receipt of project requests
- Perform requirements stakeholder analysis to identify impacted or influencing individuals or groups and their requirements responsibilities
- Analyze and document detailed business and system solution requirements, using enterprise requirements methodology

## Qualifications for junior business analyst

- Communicates IT standards and new IT solutions, processes, and policies to the businesses, functions, and geographies
- Connects business/function/geography customers with appropriate IT technical resources when technical discussions are necessary
- Programming/supporting business and/or technical solutions
- In depth knowledge in functional areas

through integration of technical and business requirements per standard client IT process methodology (such as ITIL and ITSM)

- Typically, a Bachelor's degree or equivalent experience and a minimum of 6 years of related experience or a Master's degree and a minimum of 4 years of experience