



Example of Quality Business Analyst Job Description

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Our company is hiring for a quality business 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 quality business analyst

- Testing existing processes and systems using a defined framework and a structured approach
- Will report to the BOW Data Governance Leader
- Develop/Update/Maintain NA and Lincoln Executive level Quality presentations with a high degree of accuracy
- Ability to complete quick turn-around assignments to support senior management
- Work with GB and GF teams to ensure requirements are clearly understood
- Ensure effective working groups are held with minutes, actions and agendas
- Manage workshops and analysis activities required to deliver project milestones
- Identify risks, issues, dependencies and assumptions
- Create, track and report Data Quality measurement Management Information
- Work with GB, GF and Data Services stakeholders to ensure BCBS 239 deliverables are met

Qualifications for quality business analyst

- Superior written and oral communication skills to include presentation capabilities necessary for interaction with different levels of the company essential
- Broad and deep understanding of call center processes, technology and

- Negotiate with key enablers and influencers whose support and collaboration may be needed to advance Quality and Client Experience Program
- 6 - 10 years of business analysis experience Field of Experience
- Have the ability to lead a team of project analysts
- Possess the desire and ability to work closely with the data and technology specialists on project assignments