



Example of Senior Professional Business Analyst Job Description

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Our growing company is looking to fill the role of senior professional 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 senior professional business analyst

- May assist SMEs with requirement mapping to MITA processes in order to develop requirements specifications artifacts to ensure that the requirements are complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, and testable
- Assist in preparation of prototypes, artifacts and deliverables, demonstrations of product configuration, and training artifacts
- May work with other SMEs to ensure a seamless design and training delivery across multiple system components
- Prepares training materials, such as tool user manuals, provider user guides, agendas, course outlines, hands-on exercises, training .ppts, eLearning videos, LMS training information
- Works with technical staff to create and load PHI free data to the dedicated training environment to support training delivery
- Works with SMEs, training manager and client to determine training needs, training audience, training schedule and delivery of training
- Supports conversion and interface activities to ensure accuracy and integrity of data, as it relates to training of the solution
- Loads eLearning videos to the Learning Management System (LMS)
- Assists in the development and maintenance of deliverables and artifact templates (system documentation)
- Conducting detailed analysis on business processes and requirements, and producing high quality documentation which is clear, concise and accessible

Qualifications for senior professional business analyst

- Strong project management skills with detailed record keeping
- Analyze and summarize information and trends
- Perform as a team member – demonstrating flexibility, curiosity, and problem-solving as the organization needs change
- Advanced knowledge of Microsoft Office and Windows 10
- Ability to make high-quality and independent decisions
- Semi-Flexible schedule to meet the needs of the company