



Example of Tech Business Analyst Job Description

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Our company is looking for a tech 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 tech business analyst

- Collaborate with the Quality Assurance team to define Test plans, perform required testing to ensure adherence to Requirements, help with Defect-related clarifications, and communication between Dev and QA
- Set up and coordinate pre-Production and post-Production User Acceptance Testing with business users
- Develop and implement processes and standards (including best practices) to improve and maintain quality and effectiveness of business analysis function for the team
- Mentor, lead and develop other business analysts
- Manage multiple projects or a single major project, with significant impact on a line of business or support function
- Work closely with the Development Teams, Management Team, Infrastructure Management, vendors (as required), and our partners across other technology, business and shared services / infrastructure groups within the firm
- Participate in the key communications for strategic initiatives, with business and technology leadership and working members of projects
- Develop and maintain project materials/documentation – , requirements documentation, functional/non-functional test plans
- Provide ongoing system support in responsible area
- You will own analysis, including model creation, opportunity analysis and critical metric creation & tracking that help prioritize and estimate the impact

Qualifications for tech business analyst

- Relevant experience in customer onboarding processes and business workflow management systems will be advantageous
- Business domain knowledge in payment products and industry will be an added advantage
- Must have a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements
- Must exhibit confidence and an extensive knowledge of emerging industry practices when solving business problems
- Must possess strong leadership skills and generate enthusiasm among stakeholders
- Proficient in SQL, Oracle PL/SQL, MS T-SQL