Business Analyst Job Overview

We are seeking an experienced business analyst to provide expert-level insight and analysis on our products and services. You will advise our company on how we might improve our products and services by identifying new opportunities and applying the best practices of our industry. Additionally, you will provide support to the sales team by preparing them for meetings and providing them with intelligence on our industry.

Business Analyst Job Responsibilities

Below are some examples of business analyst job responsibilities:

Create requirements and specifications for business solutions

Conduct business analysis and research to identify key metrics and opportunities for improvement

Develop processes and procedures to ensure business solutions meet strategic goals

Ensure business processes are running in accordance with Agile methodologies

Consult with key stakeholders to determine business objectives and success factors

Collaborate with team members to collect, analyze, and evaluate information from multiple sources including

Present findings and recommendations to stakeholders

Write and document business requirements, functional requirements, and design specifications

Work with information technology professionals to develop a solution that meets business requirements

Continuously improve existing business processes and strive to develop new ones to improve efficiency

Business Analyst Job Qualifications

Below are some examples of common business analyst job qualifications:

Bachelor's degree in business administration, finance, or related field

Strong problem-solving and management skills

Excellent communication and analytical skills

Technical writing

Experience in project management

Working knowledge of SQL, relational databases, and basic computer science

Proficiency in Microsoft Excel  and other

Data visualization and data analysis experience not required but preferred

Experience with project management tools such as Jira, Trello, and Confluence