



AST is seeking an OnBase Workflow Designer. This role is responsible for providing business analysis services with the overall objective of implementing workflow solutions using Hyland OnBase software and associated modules. If you are interested in the OnBase Workflow Designer role and your experience matches the job description below, we encourage you to apply!

Responsibilities:

- 🔥 Practitioner in the OnBase workflow tool suite, to translate business needs into OnBase solutions through collaboration with business management.
- 🔥 Identify and translate complex business requirements and processes into structured workflow steps and decision points.
- 🔥 Develop and build solutions that leverage OnBase technologies to improve operational effectiveness via improved service quality and efficiency.
- 🔥 Prepare required process and procedural specification documents, test plans, end user training material, OnBase configuration document and production of solution support documentation.
- 🔥 Conduct testing of workflow solutions in concern with business area SMEs to ensure performance is designed; resolve any issues through formal Issue Management.
- 🔥 Develop indexing for document types, keywords, and role-based permissions from technical specifications/systems requirements documentation.
- 🔥 Design and develop Workflows from technical specifications/systems requirements documentation.
- 🔥 Create Document Composition Templates and integrate with OnBase.
- 🔥 Develop plan for migration of business solutions into production environment and support OnBase solution throughout migration process in collaboration with IT, through formal Change Control Process.
- 🔥 Troubleshoot OnBase configuration, system integrations and security issues.
- 🔥 Act as administrator for OnBase tool for access provisioning, queue setup, taxonomy maintenance and troubleshooting of related areas, excluding technical environments and OnBase code.

Qualifications:

- ✦ Bachelor's Degree or 3 – 5 years of equivalent work experience.
- ✦ Experience in business analysis and documenting functional requirements through process mapping and process design techniques.
- ✦ Experience working within a collaborative team structure to achieve business results with specific focus on the customer experience.
- ✦ An understanding of workflow based logic and the ability to both understand a business process from a workflow diagram, and to illustrate a written process description as a workflow diagram.
- ✦ Knowledge and experience running facilitated working sessions with identified deliverables.
- ✦ Able to thrive in a fast paced, deadline driven environment.
- ✦ Speak and write with ease, clarity and impact, using a communication style appropriate to the subject matter and audience.
- ✦ Good at investigating situations or issues to get relevant information; adept at asking probing questions to successfully obtain quality information.
- ✦ Good collaboration skills, applied successfully within teams as well as across other areas.
- ✦ Knowledge of the Agile methodology for managing projects is an asset.
- ✦ Knowledge of Object Oriented practices an asset
- ✦ An understanding of formal change control procedures and disciplines.

