**Job Title: Senior Business Analyst**

**Location:** V.E.T Building, 98 Hoang Quoc Viet, Hanoi

**Company:** Hivetech Vietnam Technology Corporation

**About Us:**

“**Mission**: At Hivetech Solutions, our mission is to make technology useful to human society. We strive to be at the forefront of innovation and aim to harness the power of technology to improve lives, empower communities, and create a more connected world.

**Visions**: At Hivetech Solutions, we envision a future where our commitment to excellence and innovation propels us forward. Our progressive goals and milestones are designed to create a lasting impact on the technology landscape, both locally and globally”.

**Job Description:**

Hivetech Vietnam is seeking a skilled and dedicated Business Analyst to join our team. The Business Analyst will be responsible for analyzing business processes, identifying areas for improvement, and developing strategies to enhance efficiency and productivity. The ideal candidate will possess strong analytical skills, excellent communication abilities, and a deep understanding of business operations and IT systems.

**Key Responsibilities:**

* Collaborate with stakeholders to understand their needs and gather detailed business requirements.
* Analyze data to identify trends, patterns, and insights that inform business decisions.
* Develop and document business process models to illustrate current and future states.
* Propose and design technical and process solutions that meet business needs and objectives.
* Work with IT and other departments to implement solutions and ensure they align with business goals.
* Communicate findings, recommendations, and project updates to stakeholders and executives.
* Create detailed documentation of business requirements, processes, and solutions.
* Participate in testing and validating new systems and processes to meet business requirements.
* Identify opportunities for process improvements and contribute to ongoing optimization efforts.

**Job Requirements:**

* Bachelor's degree in Business Administration,  Information Technology or a related field. MBA or relevant certification (e.g., CBAP) is a plus.
* Have 4+ years of experience as a Business Analyst or in a related role.
* Independently lead requirement gathering discussion and translate requirements to concise and clear visuals e.g. process flows
* Proficient in the use of Atlassian and draw.io tool, etc.
* In general this person should have e-commerce, opstech, data app experience
* Solid experience in writing SQL queries
* Good problem-solving skills and attention to detail and teamwork skills
* Proficient in Chinese
* Able to communicate and understand EN

**Contact:**

Phone: (+84) 24 666 026 12

Email: [hrd@hivetech.vn](mailto:hrd@hivetech.vn)