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Business Analyst (RPA) (1 yr Contract)

Certis Group

East

Posted on 27-May-21

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Job Description

Responsibilities:

Assist Head of RPA Team in:

• Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
• Leading ongoing reviews of business processes and developing optimization strategies.
• Understand RPA and other related IT automation tools
• Conducting meetings and presentations to share ideas and findings
• Performing requirements analysis
• Documenting and communicating the results of your efforts
• Effectively communicating your insights and plans to cross-functional team members and management
• Gathering critical information from meetings with various stakeholders and producing useful

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• Performing user acceptance testing

• Managing projects, developing project plans, and monitoring performance.

• Updating, implementing and maintaining procedures

• Prioritizing initiatives based on business needs and requirements

• Serving as a liaison between end users and developers

• Monitoring deliverables and ensuring timely completion of projects

Required Qualifications:

• A bachelor's degree in business or related field or an MBA.

• A minimum of 5 years working experience, familiar with workflow and processes

• Good analytical and conceptual thinking skills

• Ability to influence stakeholders and work closely with them to determine acceptable solutions.

• Some knowledge of RPA tools and other IT automation tools

• Good documentation skills.

• Fundamental analytical and conceptual thinking skills

• Experience creating detailed reports and giving presentations

• Competency in Microsoft applications including Word, Excel, and Outlook.

• A track record of following through on commitments

• Excellent planning, organizational, and time management skills

• Experience leading and developing top performing teams

• A history of leading and supporting successful projects preferred

Additional Information

Career Level
Senior Executive

Qualification
Bachelor's Degree, Post Graduate Diploma, Professional Degree

Years of Experience
3 years

Job Type
Full-Time

Job Specializations

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Certis is a leading advanced integrated security organisation that develops and delivers multi-disciplinary security and integrated services. Our design-for-purpose solutions are led by an extensive track record of running operations and design thinking to drive operational efficiencies and deliver business-critical outcomes for our customers. Headquartered in Singapore, our international presence that extends to Australia, Hong Kong, Macau, China and the Middle East.

Additional Company Information

Registration No.
200410167W

Company Size
More than 5000 Employees
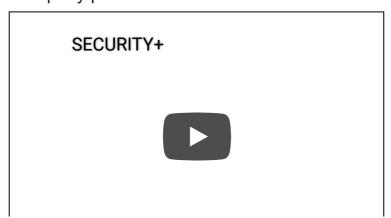
Average Processing Time
19 days

Industry
Security / Law Enforcement

Benefits & Others
Dental, Education support, Miscellaneous allowance, Medical, Loans, Sports (e.g. Gym), Parking, Regular hours, Mondays - Fridays, Business (e.g. Shirts), Chalets, Corporate Discounts

Company photos

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