Business Analyst Job Description Sample

We are seeking an experienced Business Analyst able to bridge the gap between people and process, technology and business. You will be part data geek, able to spot the trends that could make or break our business. But you will also be an amazing communicator able to share why the data matters with a diverse audience from department heads to clients. You will be able to clearly communicate complex data models and mathematical predictions in a way that reaches everyone.

In this role, you will gather and review data to solve logistical problems for our company. You will conduct cost/benefits analysis and apply statistical modeling in order to develop a business case.

You will be quietly competent with technology, able to adapt to several proprietary databases along with possessing guru-level Excel formula knowledge. The Business Analyst will have an understanding of the trends that shape our industry and will be able to communicate how future forecasts and real-time or historic data will impact operations.

The Business Analyst will be methodical and efficient but also agile. You will be patient with the various stakeholders seeking your expert counsel. You will be skilled in a number of programming languages. We are looking for a logical critical thinker who is organized yet personable with fantastic problem-solving skills.

Working with a team, you will implement the most advanced processes for capturing and analyzing data. You will create prototypes, graphs, charts and models using data visualization tools and apply best practices for communicating findings to management. The Business Analyst will provide quarterly reporting of sales and marketing data, quality assurance metrics, and other reports as need.

A Bachelor’s Degree is required for this role, along with three years experience in a similar position.

Responsibilities

* Reviews numbers and figures which could include internal corporate data such as user surveys, or client use data, or external data like geographic or demographic trends.
* Works to provide an actionable framework around the data that helps a business improve.
* Creates charts and graphs using data visualization tools, reports, data models, and business analytics.
* Draws conclusions from the data and presents it in a way that is accessible to a variety of audiences.
* Works closely with other departments, from administration to operations.
* Troubleshoots and provides solutions in a pleasant and efficient manner.
* Politely engages with all internal and external stakeholders to ensure a positive experience.

Required Skills

Educational

* At minimum, a Bachelor’s Degree in computer science, analytics, mathematics or other technical field.
* A Master’s Degree in Business Administration, finance, mathematics, statistics, systems analysis, information technology, or other field is preferred.

Technical

* Knowledge of sophisticated computer modeling programs, statistical analysis, and other software.
* Extensive knowledge of advanced math including statistics, calculus, and linear algebra.
* Skilled with complex spreadsheet formulas, statistical reports, database modeling, and data visualization tools.
* Can type at 40 wpm or higher without looking at a keyboard.

Communication/Organizational

* Excellent communicator who is also able to practice active listening.
* Able to interact with clients, department heads, technology users, and programmers and balance their differing needs.
* Critical thinking and analytical skills.
* Emotionally stable and able to function effectively under pressure.
* Expert intuitive people skills.
* Detail oriented, focused, methodical, and organized.
* Exceptionally responsible, efficient team player.
* Excellent communicator in writing, by phone, and in-person.
* Patient and polite demeanor even when frustrated.
* Excellent at troubleshooting and problem solving.
* Able to grasp patterns of behavior from data and discern meaning.

Benefits

* Full-time and include benefits or part-time.

How to Apply

* Apply by forwarding your resume along with a cover letter.