



## **Business Analyst – Job Description**

### **Responsibilities**

1. Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
2. Staying up-to-date on the latest process and IT advancements to automate and modernize systems.
3. Documenting and communicating the results of efforts.
4. Effectively communicating insights and plans.
5. Working closely with clients, technicians, and managerial staff.
6. Allocating resources and maintaining cost efficiency.
7. Ensuring solutions meet business needs and requirements.
8. Performing user acceptance testing.
9. Updating, implementing and maintaining procedures.
10. Prioritizing initiatives based on business needs and requirements.
11. Managing competing resources and priorities.
12. Monitoring deliverables and ensuring timely completion of projects.

### **Qualifications**

1. Bachelor's Degree in appropriate field of study.
2. 01 years' equivalent work experience is required.
3. Should have excellent communication skills and be able to communicate effectively with foreign customers.
4. Microsoft Access and/or SQL experience strongly preferred.
5. Ability to impact operations and effect change without being confrontational.
6. Detail oriented, analytical and inquisitive.
7. Ability to work independently and with others.
8. Extremely organized with strong time-management skills.

Interested candidates send their resumes at [hr@shispare.com](mailto:hr@shispare.com), mention "Business Analyst", in the subject line.