

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/13/2024



94010  
Burlingame, CA, 94010

## Business Analyst 3

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** DOE  
**Employment status:** Contract / Temporary

### Description

Are you a proficient problem-solver who is adept at creating action plans based on business needs? This Business Analyst will work with multiple business units to elicit, document, and analyze business and technical needs. Proven ability to communicate technical and business requirements alike and exceptional communication skills are keys to succeed in this Business Analyst role.

Your responsibilities in this role

- Generate and record requirements through user stories, use cases, process flow diagrams, etc.
- Collaborates and builds trusted relationships with business units, development teams, and other stakeholders to gather, analyze and prioritize requests
- Ensures that complex requirements are executable, testable, complete and not ambiguous

### Requirements

- Comfortable with Agile methodology
- 4+ years of business analysis experience
- Background working with a variety of simple to complex projects
- Comfortable writing basic to moderately complex SQL queries, as well as technical skills including Word, Excel, PowerPoint, Visio, and Jira (or similar tool)
- Bachelor's Degree in Computer Science, Management Information Systems, Business Administration or equivalent work experience
- Experience eliciting and documenting requirements in a clear and concise manner
- Ability to communicate to all levels in an organization, strong problem-solving skills, adaptable, flexible, proactive and willing to take ownership

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