

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/15/2024



94010
Burlingame, CA, 94010

Business Analyst

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 adept at creating action plans based on business needs and a proficient problem-solver? 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

- Elicits and documents requirements through user stories, use cases, process flow diagrams, etc.
- Gather, analyze and prioritize requests by collaborating with business units, development teams, and other stakeholders
- Confirm that complex requirements are executable, testable, and complete, rather than ambiguous

Requirements

- Ability to communicate to all levels in an organization, strong problem-solving skills, adaptable, flexible, proactive and willing to take ownership
- Technical skills including Word, Excel, PowerPoint, Visio, Jira (or similar tool), and ability to write basic to moderately complex SQL queries
- 4+ years of business analysis experience
- Bachelor's Degree in Computer Science, Management Information Systems, Business Administration or equivalent work experience
- Experience on a variety of projects, both simple and complex- Demonstrated ability to elicit and document requirements in a clear and concise manner
- Knowledge of Agile methodology

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