Job Train - Menlo Park (5924) To: Employment Counselor Date: 04/28/2024



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? The Business Analyst will be responsible for the documentation, analysis, and elicitation of business and technical needs across multiple business units. To be successful in this role, you must have exceptional communication skills and a proven ability to communicate technical and business requirements alike.

Responsibilities

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

Requirements

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

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