

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



94010  
Burlingame, CA, 94010

## Sales Analyst 4

**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 be responsible for the elicitation, analysis and documentation of business and technical needs across multiple business units. Exceptional communication skills and a proven ability to communicate technical and business requirements alike are keys to success for this Business Analyst role!

#### Responsibilities

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

### Requirements

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

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