

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



94010
Burlingame, CA, 94010

Project Manager - IT 5

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? The Business Analyst will be responsible for the documentation, analysis, and elicitation 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!

Key responsibilities

- Verifies that complex requirements are executable, testable, and complete, rather than ambiguous
- Documents and elicits 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

Requirements

- 4+ years of business analysis experience
- Comfortable with Agile methodology
- Bachelor's Degree in Computer Science, Management Information Systems, Business Administration or equivalent work experience
- Demonstrated ability to elicit and document 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
- Background working with a variety of simple to complex projects
- Strong technical skills including Word, Excel, PowerPoint, Visio, Jira (or similar tool), and ability to write basic to moderately complex SQL queries

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