

Job Title	Business Analyst / Jnr Project Manager
Location	Work From Home Office
Starting date	As Soon As Possible
Industry	Business Solutions & Technology

Company Core Values:

- Trust
- Integrity
- Loyalty
- Accountability
- Add value

About IT is a leading business solutions (ERP) service provider since 2003. We have an esteemed client base in most industries including, but not limited to, Distribution, Financial Services, Agriculture, Mining and Retail. We are looking for candidates that are self-motivated, self-managed, results driven and dynamic with a strong drive towards providing excellent solutions.

We are looking to employ an intermediate Business Analyst with solid Project Management skills. It is important that the candidate understands business requirements, and through a structured process, modelling, validating and translating it into business requirement specifications that are used by developers to craft a technical solution.

The Principle Accountabilities for this position are:

- Work on solutions supporting multiple business areas, integration points and a large number of affected components
- Required to work under general direction within a clearly defined accountability framework
- Gather and interpret requirements from the business
- Participate in the solution design process
- Prepare the requirements specifications
- Define the success criteria for solution testing
- Analyse and decompose relevant business processes
- Performing business analysis and process improvement within assigned solution project
- Provide assistance to solution delivery on implementation and training.
- Assist (when necessary) with systems testing



- Ensure that proposed test solutions cover all aspects of delivered business specification.
- Ideally, you will also have prior experience in the public, industrial, financial services, distribution, and/or communications sector.

Requirements:

- Relevant Tertiary IT Qualification or Certificate/ Diploma in Business Process Analysis from industry recognized training institution
- 3 - 5 years' experience as Business Analyst
- Extensive experience in Technical Writing
- Experience in communicating with clients and facilitating workshops
- Experience in solutions such as: Syspro, Accpac, Sage X3, SAP, etc.
- Advanced Excel skills
- Technical and Professional Expertise

Competencies:

- Documentation
- Business Analysis
- Business process workflow knowledge
- Ability to supports & overseeing multiple implementation projects

Behavioral Skills:

- Interest and Understanding of business solutions
- Facilitation Skills
- Interpersonal Skills
- Negotiating and Influencing Skills
- Ability to Delegate and Empower
- Ability to Manage own Workload and Timelines
- Motivated and Self-Driven

Solid project management skills required, as this role will be 70% Business Analysis, 30% Project Management.

