



## BUSINESS ANALYST

### SUMMARY

The Business Analyst is responsible for the collection, development, analysis, documentation, and communication of business needs and requirements. Consult with project team to identify systems improvement opportunities. Works closely with all departments and management, including Senior Management, clients and vendors, assist our teams with administrative tasks and add value to our projects in data cleansing, procurement, UNSPSC classification and quality assurance.

### PRIMARY RESPONSIBILITIES

- Serve as a key conduit with clients, Project Managers, QAs, Developers, and Subject Matter Experts
- Develop partnerships and work closely with Business Lines to define and document high-level business requirements
- Facilitate discussions and write detailed business requirements / use cases
- Facilitate presentations of business requirements and business use cases
- As necessary, prepare change control requests and make appropriate revisions to detailed business requirements and business use cases
- Provide any clarifications on detailed business requirements to development and testing teams
- Deliver functional deliverables in solutions implementations including testing, training and documentations
- Perform data cleansing and data enrichment on large datasets in procurement and financial data

### KNOWLEDGE AND SKILL REQUIREMENTS

- Basic reading, writing, and arithmetic skills required. This is normally acquired through an Associate's degree or equivalent experience.
- Ability to express oneself professionally with a command of the English language in both verbal and written communication.
- Knowledge of Microsoft Office including Microsoft Word, Excel, PowerPoint and Outlook.
- Experience / exposure to Project Management
- Leadership and teamwork skills
- Strong analytical, problem solving, and critical thinking skills
- Ability to work independently or within a team
- Strong organizational skills
- Ability to learn new products, systems, applications, and technologies quickly and adapt to change
- Ability to manage multiple priorities and thrive in a dynamic and fast-paced environment
- Must have clean criminal record with the ability to pass background investigation and security clearance.

### WORKING CONDITIONS

- Working attire: employees are to project a professional image for our customers, potential employees, and community visitors. Business Formal dress is the standard for this dress code, with Business Casual dress where duties allow.
- Responsibilities sometimes require alternative schedule to support server maintenance and downtime. Operations covering multiple time zones will be accommodated.
- Travel domestically and internationally may be required with all expenses paid by the company.

### CONTACT

Please email resume with cover letter including salary requirements to [resumes@aeonnexus.com](mailto:resumes@aeonnexus.com) with the subject "resume #38138-10a".