

BDM Squared is a management consulting firm providing project management as a service and business process management as a service to our clients. We are seeking qualified **Business Analysts**. The ideal candidate is a team player who will be responsible for working with company data in various business areas.

Responsibilities

- Evaluate business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Work closely with BDM Squared team members, clients, vendors, technicians, and management teams to capture and document functional, technical, and system requirements where necessary.
- Gather critical information from meetings with various stakeholders and produce useful reports.
- Create UAT Test Scripts taking into considerations system requirements and customizations, and documented process flows and procedures
- Updating, implementing, and maintaining standard operating procedures through the project lifecycle.
- Documentation of workflows using BDPM process documentation methodology.
- Development of Job Aides
- Development of basic communication, system overview, and training materials for staff.

Requirements:

- A bachelor's degree and/or Business Analyst certification
- At least 3 years' experience in business analysis.
- Previous Consulting Experience a plus
- Proven experience in eliciting requirements and testing
- Exceptional analytical and conceptual thinking skills.
- Experience generating process documentation
- Fundamental analytical and conceptual thinking skills.
- Experience creating detailed reports and giving presentations.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Ability to effectively communicate at all levels of the organization – executive, vendor, stakeholder etc.
- Excellent planning, organizational, and time management skills.

Qualifications

- Bachelor's degree or equivalent experience
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Microsoft Visio
- BPMN Process documentation and analysis
- UAT Test Script creation
- Strong written, verbal and collaboration skills