Business Analyst

# **Job Description:**

A Business Analyst has experience in construction project management or other construction operation roles ideally with an emphasis on Construction Management tools including ERP, PM and Estimating. This role is responsible for working with Leadership to identify, prioritize, implement, and train on key IT initiatives designed to optimize business operations throughout the organization. They collaborate with different business units across the company, aiding with the integration of new technologies and workflows as they are development and implemented.

Experience in working in the construction industry is a requirement as fluency in the industries underlying business practices is important. They are encouraged to foster growth in the use of new business software and processes with a keen eye toward technologies that bring real value to project teams.

# **Duties and Responsibilities:**

Serve as key liaison to other departments that have specific business functions

Collaborate with departments to identify, document, and communicate business needs and provide IT solutions

Plan, elicit, capture, analyze and validate business, functional and technical requirements

Facilitate requirements elicitation sessions and walkthroughs with business and IT resources

Perform current state analysis of existing business systems, applications, and functions

Produce timely and high-quality requirements-related work products, including requirement specifications, process flows, mock-ups, and wireframes

Answer questions and clarify requirements for projects and enhancements during the estimation process

Plan, facilitate and execute system / functional testing and UAT for projects and enhancements

Become deeply immersed and knowledgeable about core business functions, processes and workflows associated with assigned business areas and projects

Understand the relationships, dependencies, and impact of neighboring business functions

Understand core systems, applications, and technical platforms

Document, analyze and assess current business processes and underlying systems / applications

Evolve into a subject-matter expert who can easily liaise between IT and other departments

Collaborate with other departments and IT to develop business cases associated with new project requests

Coordinate tactical-related business requests for IT development enhancements

Perform other duties as required or assigned

Maintain involvement with software-user conference events

# **Desired Skills and Experience:**

Bachelor's degree in computer science or related technical discipline

4+ years’ experience as a business analyst

Extensive experience planning, facilitating, eliciting, documenting and managing business, functional and technical requirements

Expertise in modeling / mapping as-is and to-be business processes

Experienced in test planning, test case development and execution

Working knowledge of a variety of technologies and platforms, including legacy midrange, client / server, and web services

Experience with Microsoft Office and Visio

Ability to manage multiple, concurrent projects, activities, and tasks under time constraints

Ability to effectively interface with staff at all levels

Exceptional communication, teamwork and influencing skills that foster a collaborative and continuous-improvement environment

Experience in software deployment and project management

Knowledge and experience with various construction ERP software applications

Ability to understand and comprehend project scheduling and management software, such as but not limited to Microsoft Project and construction PM software applications

Excellent facilitation and organizational skills

Strong critical / analytical thinking and problem-solving skills

High energy level, adaptive and a strong team player with a good work ethic

Strong verbal and written communication skills

Strong presentation skills

Must be a self-starter, and not necessarily waiting for direction

Must be able to work with multidiscipline teams