

Business Solutions Analyst
13475 Danielson St Ste 220
Poway CA 92064

Business Solutions Analyst

Description:

- Perform business systems analysis and data assessment to plan, design and implement improved information systems and processes. Conduct organizational process evaluations, analyze database system input and output, and review current practices of how business and financial data is utilized.
- Attend operations meetings, gather information on business system needs, and translate business functional requirements into technical specifications for system development.
- Collaborate with business and technical team to create detailed project plans, business strategy, and process re-engineering.
- Work with technical team to define system capabilities, timeline for processing design/development changes, and perform quality checks of improved system through demos and generating mock reports.
- Provide feedback to technical team on system performance and ensure performance is consistent with business user defined needs before system/processes go live. Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Communicate with and develop training materials for various stakeholders including senior management, IT, and daily end-users. Conduct workflows, process diagrams and gap analysis.
- Send status reports (daily, weekly, etc.) to the project manager.
- Language, database and software skill sets may vary depending on a project.
- Travel/relocate to unanticipated locations within US with expenses paid by the employer.

Requirements:

- Master's degree in Bus. Admin., Finance, or closely related.
- In lieu of Master's degree, a Bachelor's degree in Bus. Admin, Finance, or closely related field plus five years of progressive experience as Business Solutions Analyst or related occupation will be accepted.
- Foreign equivalent degrees are ok.

Mail resume to:
CCS Global Tech
Attn: HR
13475 Danielson St. # 220
Poway, CA 92064

Please indicate job title in your application.