

Business Analyst

The Business Analyst will be exposed to the full project life cycle of application development, from conception to roll out, and be responsible for learning The Norman Group's project method. The individual will employ the methodology, and be assigned responsibility for tasks under various life cycle segments. These segments include Project Definition, Project Administration, Requirements Definition, Design, Quality Assurance, Training, Documentation, Implementation Planning & Execution, Conversion Planning and Execution, and Project Grading. The Business Analyst will be responsible for performing detailed analysis and research as required, to help identify and solve project issues. The Business Analyst must demonstrate to clients a level of professionalism associated with consultants, especially when serving on an on-site engagement.

Essential Functions:

- Analyze project issues, develop solutions and courses of action
- Quality Assurance Planning and Execution
- Training Planning and Execution
- Production of Detailed Specifications, including data models, data flow diagrams, mapping documents, process design documents, etc.
- Collaborate with development team as business representative throughout project life cycle

Secondary Functions:

- Project Definition Tasks (definition of scope, staffing levels, cost structures, timelines, etc.)
- Project Administration Tasks (status reports, project plans, issues lists, etc.)
- Implementation, Conversion Planning and Execution
- Coordination and production of Client Requirements, business and technical
- Communicate product functionality to development team and answering any questions that arise during the development process

Requirements

Qualifications: High capacity for multi-tasking. Possesses solid communication skills. Strong analytical and problem solving skills. Ability to be flexible and adapt quickly to changing priorities. Ability to work in a collaborative environment. Maintains a high-level of professional bearing. Proficient with Microsoft Office.

Education: Bachelors Degree (or equivalent work experience), preferred BA/BS majors in Business, Logistics, International Trade, Information Systems, Mathematics. Foreign language skills a plus.