

Ampersand provides full scale technology sustainment, strategic planning and professional services to our clients, allowing them to achieve their greatest ambitions.

Business Analyst

Full-time, Exempt

Position Duties & Requirements

- Collaborates with clients to thoroughly understand the business needs and requirements for new information systems and technologies
- Evaluates changes to existing information systems and technologies for impact to existing business processes and operations
- Evaluates existing business processes and information systems determining areas for improvement and proposing solutions
- Creates and maintains comprehensive system and process documentation
- Coordinates and/or performs testing of information systems during and after implementation
- Collaborates with clients to ensure information system training and adoption needs are met
- Collaborates with the Project Manager to ensure the needs of the client are being met and that clients understand the anticipated results
- Assists in development of reports, automation and testing using existing client data sets
- Acts as a liaison between clients, technical resources and/or outside vendors to support information systems and technologies
- Maintains current understanding of standards, technologies, and best practices through ongoing training and other professional networks

Knowledge, Skill & Ability Requirements

- Proven working experience as a business analyst in a client facing role
- Excellent oral and written communications skills
- Exceptional follow-through and attention to detail
- Excellent organizational and problem-solving skills
- Ability to work independently and with a group
- Ability to work under stressful conditions and meet continually changing needs and deadlines
- Ability to communicate technical concepts to non-technical clients

Preferred Qualifications

- 3-5 years professional experience
- 4-year degree in business administration, finance, information technology or other applicable field preferred
- Experience with quality assurance and information systems testing methodologies
- Microsoft 365 implementation and adoption experience
- Line of Business application experience
- Database/Business Intelligence experience
- Relevant professional certifications preferred

Hiring decisions are contingent upon successful completion of background check and drug screening.

It is the policy of AlasConnect not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. This company further agrees to take affirmative action to ensure equal employment opportunities.

AlasConnect will attempt to make reasonable accommodations during the application and/or hiring process for qualified job applicants with known disabilities unless doing so would result in undue hardship for the company.

We will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by AlasConnect, or (c) consistent with a contractor's legal duty to furnish information