



JOB TITLE: IT Business Analyst
REPORTS TO: Chief Technical Officer
LOCATION: Fully Remote
FLSA CLASS: Exempt - Salary
POSTING DATE: 20-Mar-2023

BASIC FUNCTION SUMMARY:

Under the direction of the Director of Technology, the IT Business Analyst will utilize their skills to partner with ePromos business units in requirements gathering, stakeholder communications, documentation, and the delivery of technology solutions. The IT Business Analyst will act as a bridge between technical resources, project management resources, and stakeholders throughout the business to ensure that world-class technology solutions are rolled out through digital transformation initiatives.

The following duties are not intended to serve as a comprehensive list of all duties required in this position. This job description is intended as a representative summary of the major duties and responsibilities. This role may not be required to perform all duties listed and may be required to perform additional duties as requested.

ESSENTIAL FUNCTIONS: Duties, Skills, Responsibilities and Expectations:

Business Analysis

- Collaborate with users to capture the functional requirements behind solution requests
- Working with technical resources to flesh out technical requirements for solution delivery
- Identify program needs, objectives, functions, features, and how those support the business
- Producing functional and technical documentation for solutions
- Creating and improving processes around technical project delivery
- Understanding a growing set of process changes being implemented in the technology group and enforcing adherence to those process changes
- Efficiently provide/solicit feedback through written communication and presentations, at multiple levels within the organization, end-user to Executive leadership
- Support diverse stakeholder groups project goals and deadlines
- Meet department goals and objectives through meetings and communication with manager and team through KPI's and/or organizational metric(s)

Maintain appropriate physical and mental health required to perform the essential functions of position

MINIMUM REQUIREMENTS:

- Minimum of 5 years' experience as a Business Analyst, Technical Business Analyst, or relevant alternative work history
- Minimum of 5 years' experience delivering solutions in hosted ERP solutions such as NetSuite (preferred), Workday, Acumatica, Oracle ERP Cloud, or others
- Familiarity with iPaaS solutions such as Celigo (preferred), Boomi, MuleSoft, Tibco Scribe, or others
- Basic familiarity with APIs
- Excellent written and oral communication skills

- Sound judgment in decision making and problem solving
- Ability to work independently or team as required by the task or project
- Always maintain the highest level of confidentiality and professional conduct

Required Education:

- High School diploma or equivalent

WORKING CONDITIONS:

- Position is fully remote to the US only
- Ability to accommodate multiple time-zones with primary ET (EST/EDT)
- Dedicated workspace and high-speed internet
- Frequent video conference/email/chat

PHYSICAL DEMANDS:

- Maintaining a stationary position for up to 50% of the workday
- Consistently operate a computer and other productivity equipment including keyboard, webcam and document scanner
- Clarity of vision of 30" or less
- Ability to perceive sound in the capacity of oral communication
- Exertion of up to 10lbs. of force as related to lift or move of objects

We are an Equal Opportunity Employer!

ePromos is committed to creating a diverse workplace environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.