

Business Analyst

Position Summary

The Business Analyst is responsible for contributing to NERC's operational efficacy and excellence. The Business Analyst designs and documents work flow; manages and provides solutions to the business units; collects business requirements and is familiar with business process management, and translates these requirements to particular software requirements, if necessary. This position reports to the Manager of Organizational Development.

Duties and Responsibilities

- Contribute to cross-functional business process re-engineering teams and continuous improvement efforts.
- Collect and analyze the project's business requirements and transfer knowledge to development team.
- Evaluate data collected through task analysis, business process, surveys and workshops.
- Provide suggestions to the development team during the development stage of the product to meet NERC's business needs.
- Prepare accurate and detailed requirement specifications documents, user interface guides, and functional specification documents.
- Communicate effectively with external entities and internal teams to deliver product's functional requirements like screen, interface, and GUI designs.
- Document the acquired results of analysis and workflows as well as obtaining sign-off from the appropriate client.
- Coordinate with the groups of business unit who test, validate, evaluate new applications and functions, and determine issues in services and software.
- Manage any change requests related to the working project plans daily to meet the agreed deadlines.

Qualifications

The successful candidate will have:

- Advanced skills in MS Word, Outlook, and Excel.
- Effective project management skills.
- Ability to analyze and document complex business processes.
- Ability to make effective decisions under pressure.
- Aptitude to think analytically and be a problem solver.
- Strong ability to gather and interpret relevant data and information.
- Ability to work in a team-oriented environment.

- Excellent customer and business focus.
- Strong interpersonal skills.

Additional desired attributes include:

- Bachelor's degree in Business Administration, Computer Science, or any related field from an accredited institution.
- Average minimum 4 - 6 years experience in business analyst position.
- Knowledge of the electric power industry.
- Knowledge of NERC.

Other

- Background check will be conducted prior to employment.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
- Travel necessary: Passport required for North American travel.
- This position has been classified as non-exempt.
- Job is located in Atlanta, Georgia.
- Qualified candidates should submit their resume and salary history in electronic format to hr@nerc.net.