

Business Operations Analyst: Business Operations Analyst I

Analyzes business and technical processes to formulate, develop, maintain, manage, improve and train new and modified business information processing systems, such as financial forecasting/tracking systems, marketing, and resource allocation systems. Coordinates/manages business and technology teams, ascertaining system requirements, such as program functions, output requirements, input data acquisition, and system techniques and controls. Requires knowledge of e-commerce tools, computer system capabilities, business processes, and work flow. Plans, coordinates and manages business reviews, resource allocations, and financial analysis.

Knowledge

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity by following established policies and procedures.

Discretion Latitude

Work is closely supervised. Follows specific, detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor, and other personnel in the section or group.

Work Products (Examples include but are not limited to)

- Working knowledge of the DOMS application
- Assist in creation/maintenance/implementation and training of DOMS
- Prepare reports and analysis for ES BA Monthly DOMS Orders/Sales
- Assist in creation/preparation/execution of IEWS/ES Offsites
- Assist in creation/preparation/execution of ES and ES BA's Monthly BA Reviews and Qrtly Ops Reviews
- Business Ops File Structure maintenance/owner
- ES Programs COE IT Migration Process Owner—Lead/SME
- Special Projects as required

Minimum Education and Experience

1+ years of directly related experience with Bachelor's Degree in Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.