

Business Operations Analyst: Business Operations Analyst III

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

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.

Problem Solving

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions and/or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

Work Products (Examples include but are not limited to)

Includes the below in addition to Level 1 & 2 Work Products:

- Assist in creation and analysis of DOMS related Strategic and Operating Plan reports/charts
- Prepare and Analyze ES Monthly DOMS Orders and Sales
- Interface and Work cooperatively with ES BA Leads
- IEWS Business Development Support and Lean Initiatives
- DOMS/BOBJ SME
- ES Org Publisher Lead/SME
- Program ETC SME
- ISO Team Lead—Clifton (Programs/Business Ops)

Minimum Education and Experience

6+ years of directly related experience with Bachelor's Degree in Business Administration or related field. Advanced MS Word, PowerPoint and Excel Skills.