

Business Operations Analyst: Sr. Business Operations Analyst

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

Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization.

Problem Solving

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

Discretion Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

Impact

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment and/or failure to achieve results would result in the expenditure of large amounts of company resources.

Liaison

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.

Work Products (Examples include but are not limited to)

Includes the below in addition to Level 1, 2, & 3 Work Products:

- Director, Business Operations Delegate
- Supervise/Create/Maintain/Improve/Implement/Train DOMS
- Supervise/Manage Ft. Wayne DOMS Resources
- Assist in creation and analysis of DOMS related Strategic and Operating Plan reports/charts
- Full understanding of all Business Operations roles and responsibilities
- Exelis Division DOMS POC and Interface
- Assist in creation and validation of Yearly Division Strategic and Operating Plans
- Prepare Exelis Strategic and Operating Plan Reports, Analysis, Presentations

Minimum Education and Experience

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