

Business Analyst Job Description

Overview

Meet with the client to identify the business needs and determine solutions to business problems. Create functional documentation based on business requirements. Liaison with the Systems Analyst to ensure that the business requirements are captured and translated into technical specifications.

Responsibilities

- Meet with client to gather requirements
- Create functional documentation
- Review technical specs to ensure functional and technical specs are in sync
- Review design and test cases to ensure functional specs are met
- Process change requests
- Travel out of province required

Skills

- 3+ years experience with UML documentation, use cases
- 3+ Years experience gathering requirements from client and translating requirements into functional documentation
- Excellent communication skills
- Experience working on large projects through the full life cycle