

Job Description

Job Title: Business Analyst (Associate)

Date: ASAP

Reporting to: Business Development Manager / HoD Sales & Marketing

Location: Hybrid

Overview

Prioclen LTD is a fast-growing Nigerian based management consulting firm with its head-quarters in Abuja, Nigeria. We have a forte in providing strategic consultancy and advisory services to organizations- private, governmental and individual firms, by creating and integrating information technology solutions to enhance their service delivery and ensure sustainable growth and development in niche-based brands to these individuals/ organizations.

Purpose

We are hiring a business analyst to join our project team. You will work alongside other business analysts and report directly to the Business Development Manager. Your main tasks will include performing detailed requirements analysis, documenting processes, and performing some user acceptance testing. To succeed in this role, you should have a natural analytical way of thinking and be able to explain difficult concepts to non-technical users.

Responsibilities:

- Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Leading ongoing reviews of business processes and developing optimization strategies.
- Staying up-to-date on the latest process and IT advancements to automate and modernize systems.
- Conducting meetings and presentations to share ideas and findings.
- Performing requirements analysis.
- Documenting and communicating the results of your efforts.
- Effectively communicating your insights and plans to cross-functional team members and management.

- Gathering critical information from meetings with various stakeholders and producing useful reports.
- Working closely with clients, technicians, and managerial staff.
- Providing leadership, training, coaching, and guidance to junior staff.
- Allocating resources and maintaining cost efficiency.
- Ensuring solutions meet business needs and requirements.
- Performing user acceptance testing.
- Managing projects, developing project plans, and monitoring performance.
- Updating, implementing, and maintaining procedures.
- Prioritizing initiatives based on business needs and requirements.
- Serving as a liaison between stakeholders and users.
- Managing competing resources and priorities.
- Monitoring deliverables and ensuring timely completion of projects

Requirements:

Essential

- A bachelor's degree in Business or related field or an MBA.
- 2-4 years of experience in business analysis or a related field. (Associate)

Skills

- Exceptional analytical and conceptual thinking skills.
- The ability to influence stakeholders and work closely with them to determine acceptable solutions.
- Advanced technical skills.
- Excellent documentation skills.
- Fundamental analytical and conceptual thinking skills.
- Experience creating detailed reports and giving presentations.
- Business processes
- Excel
- SAP
- Microsoft Office Suite
- Practices
- SQL
- Tableau
- Agile methodology
- Analysis and conception of IT software and systems
- Business process design

Desired

- Competency in Microsoft applications including Word, Excel, and Outlook.
- A track record of following through on commitments.
- A professional certification in related field
- A membership with related professional body
- Excellent planning, organizational, and time management skills.
- Experience leading and developing top-performing teams.
- A history of leading and supporting successful projects.
- MS Access – Intermediate to Advanced
- Understanding of Database Structure
- Ability to query data effectively
- Systems management – control of scheduled jobs and administration
- Crystal Report Development – Intermediate to Advanced
- Experience in process improvement methodologies (Six Sigma, Kaizen, PDCA,) preferred
- Problem solving ability to analyze and challenge conventional thought processes and use experience and / or initiative to create pragmatic and innovative solutions
- Agile, self-motivated team player
- Strong ability to build relationships & foster partnerships across functional teams and regions
- Minimum of 2 years' experience with Visio

Summary Terms and Conditions

Contract: 12-month fixed term contract

Salary: Very Attractive

Annual leave: 22 days holidays per annum pro rata excluding public holidays

Pension: Minimum 10% Employer contribution with minimum 8% Employee contribution

Healthcare: Company scheme subject to terms and conditions.

Life assurance: Company life assurance scheme.

Location: Abuja Nigeria

Notes: This post will be subject to background checks. A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. This job description does not form part of your contract of employment

How to apply

To apply for this job opportunity, please send a CV and covering letter to recruitment@prioclen.com

Unfortunately, because of the volume of applications we are likely to receive we regret that we are unable to respond to every unsuccessful applicant. If we have not made contact with you within 2 weeks of the closing date you have not been selected for interview on this occasion