



## PR/158011 | Junior IT Business Analyst

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1512329

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

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### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Key Tasks:****Business Processes**

- Analysis, development & maintenance
- Business improvement recommendations
- Documenting existing process
- Documenting proposed process improvement
- Testing systems and processes to ensure alignment to initial scope

**Business Systems**

- Analysis, testing, implementation, and continual improvement
- Evaluating third party systems for suitability
- On-going support for systems and processes

**Project Management**

- Project solution proposal
- Project scope & resource planning/allocation
- Publishing of key project documents

- Workload prioritisation

#### Reporting

- Definition of report requirements
- Creation of reports
- Maintenance of existing reports

#### Staff Mentoring & Training

- Provide ad-hoc training & support to other members of the IT team / business
- Knowledge transfer
- Provision of formal training sessions for new/upgraded/existing systems for groups
- Provision of informal training for new/upgraded/existing systems for individuals

#### Continuous Personal Development

- Technical skills development
- Business knowledge
- On the job, peer to peer & company endorsed training

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#### Company Description