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randstad professionals

Business Analyst - English only OK!!

Job Information

Temp Agency
Randstad K.K., Professionals

Job ID
1529929

Industry
Software

Company Type
Large Company (more than 300 employees) - International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
5 million yen ~ 7.5 million yen

Refreshed
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General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Daily Conversation

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Position Outline
Our client is seeking a highly motivated and detail-oriented Business Analyst to join their team. The Business Analyst will be responsible for analyzing business needs, gathering requirements, and translating them into actionable solutions. This role requires strong analytical, communication, and problem-solving skills, as well as the ability to work effectively with both technical and non-technical stakeholders. The Business Analyst will play a crucial role in driving business process improvements and ensuring the successful implementation of projects.

Responsibilities:

Requirements Elicitation and Analysis:
- Elicit, analyze, and document business requirements through interviews, workshops, surveys, site visits, and other methods.
- Translate business requirements into clear, concise, and testable functional and non-functional specifications.
- Create use cases, user stories, process flows, and other documentation to illustrate business needs and solutions.
- Prioritize requirements based on business value and feasibility.

Stakeholder Management:
- Build and maintain strong relationships with stakeholders across various departments.
- Facilitate communication and collaboration between business and technical teams.
- Manage stakeholder expectations and ensure alignment on project goals.
- Process Improvement:
- Analyze existing business processes to identify areas for improvement.
- Develop and recommend solutions to streamline processes and increase efficiency.
- Document current and future state processes.

Testing and Validation:
- Participate in testing and validation of solutions to ensure they meet business requirements.
- Create test plans and test cases.
- Document and track defects.

Project Support:
- Provide support to project managers throughout the project lifecycle.
- Assist with project planning, execution, and monitoring.
- Contribute to project documentation.

Data Analysis:
- Analyze data to identify trends, patterns, and insights.
- Use data to support business decisions and recommendations.
- Create reports and dashboards to visualize data.

Required Skills

Mandatory Skills :

Education:
- Bachelor's degree in Business Administration, Computer Science, Information Systems, or a related field.

Experience:
- 2 years of experience as a Business Analyst or in a related role.
- Experience with requirements elicitation, analysis, and documentation.
- Experience with process modeling and improvement.

Skills:
- Strong analytical and problem-solving skills.
- Excellent communication (written and verbal) and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Visio).
- Familiarity with software development methodologies (e.g., Agile, Waterfall).
- Ability to work independently and as part of a team.
- Ability to manage multiple tasks and priorities.

Knowledge:
- Understanding of business processes and systems.
- Knowledge of data analysis techniques.

Good to Have :

Education:
- Master's degree in a related field.

Experience:
- 5 years of experience as a Business Analyst.
- Experience working on software development, system implementation, process automation projects. Experience with cyber security industry.
- Experience with Agile methodologies (Scrum, Kanban).

Skills:
- Proficiency in business analysis tools (e.g., Jira, Confluence, Azure DevOps).
- Experience with data visualization tools (e.g., Tableau, Power BI).
- Knowledge of SQL and database concepts.
- Experience with user interface (UI) and user experience (UX) design principles.
- Certification in Business Analysis (e.g., CBAP, CCBA).

Knowledge:
- In-depth knowledge of CRM, ERP, supply chain management
- Understanding of data modeling and database design

Company Description