**BUSINESS ANALYST JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: IT SOLUTIONS INC

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 323-333-3333

**E-Mail**: BUSINESS@ITSOLUTIONS.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: BUSINESS ANALYST

**Reports to**: ROGER STORK

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

**Job Type**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

IT Solutions Inc. is seeking a business analyst to evaluate current business performance and identify areas with potential for improvement. The ideal candidate will have experience in analyzing data, engaging stakeholders, and presenting solutions to management that enable informed decision-making and facilitate measurable change.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Interviewing stakeholders
 | * Identifying business solutions
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| * Evaluating current processes
 | * Recommending changes
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| * Analyzing financial data
 | * Training staff
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Bachelor’s degree in business
* Analytical skills
 | * Problem-solving skills
* CCBA or CBAP preferred
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