



Vertical Bridge Job Description

Job Title:	Business Analyst	Date:	09/29/22
Department:	Leasing	Location:	Boca Raton
Reports To:	Director of Leasing	FLSA Status:	Exempt

Purpose:

The Business Analyst will participate in translating business requirements and data into process improvements and automation. This role interfaces with all business functions to solve business problems. The position is responsible for hands-on reviewing and analyzing business processes, services, and information needs with a view to implementing change management initiatives to improve the user experience, increase productivity and boost revenue generation. This role will work with the Development, Leasing and Operations teams, will be adaptable and embrace change, as well as having a competent technical understanding so that you are able to support the team and platform.

Job Functions:

1. Derive key data, insights, fact to discover baseline information and determine what actions to take for the business's ultimate success
2. Set up the foundation of a project by asking a lot of questions, gathering opinions, information, facts by interviewing stakeholders and departments to analyze what teams to work with, what should be the process, and other things
3. Required to document every input, action, outcome exchanged between the team as well as define the acceptance criteria
4. Act as a communication liaison that involves both verbal and non-verbal communication between teams, departments, and stakeholders to ensure the right processes, actions are put forward, and the inputs are aligned with the desired outputs
5. Plan and implement effective actions that meet the end goals desired by the business stakeholders and develop and define project roadmaps
6. Test and measure the implemented solutions to track down the progress, and build training materials, holding the feedback & elicitation questions for the record
7. Design and develop Power BI reports and provide insights to improve decision-making
8. Perform other duties as assigned by the Director of Leasing

Supervisory Requirements:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimum travel. Required to attend department and company meetings.

Education and Experience:

1. Bachelor's degree in Business or other related field preferred
2. Minimum 2 - 3 years of business analyst experience
3. Minimum 1 year project management experience
4. Experience in data modelling, process mapping and specification documentation
5. Experience in developing, implementing, and maintaining system processes and procedures
6. Proven knowledge of Salesforce' Site Tracker project management tool
7. Previous experience with Salesforce Einstein is preferred
8. Proficient MS Excel, Word, PowerPoint, Power BI, and Visio user (or equivalent)



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9. Experience facilitating workshops and discussion sessions
10. Experience in creating business cases for technology-related solutions
11. Experience completing projects on time, on budget and to specification requirements
12. High level problem solving and analytical skills with ability to analyze multiple data sources
13. Excellent communication skills both written and verbal
14. Active listener with the ability to think strategically, solve problems and negotiate
15. Effective in an entrepreneurial culture, working independently and as part of a team

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