Business Analyst

Role Summary/Purpose

The Business Analyst will be responsible for a variety of IS project activities in order to implement approved system / application requests from various business groups within the company. The Business Analyst will be responsible to partner with functional and technical teams to gather and complete requirements, coordinate development activities, establish test plans, oversee and participate in testing activities, provide necessary documentation and ensure that quality solutions are implemented on time. The Business Analyst will also be responsible to assist in day to day support of the business as necessary.

Essential Responsibilities

- Ability to effectively partner with the business and internal technical teams to ensure requirements are properly captured, documented, and agreed upon by all.
- Manage daily activities, issue resolution and communication across project execution teams in order to deliver projects on-time, on-budget, as-requested.
- Arrange and manage meetings with business and/or internal technical teams, providing minutes of those meetings.
- Working closely with IS Project Leader, assist in establishing project plan, monitor project status, ensure on time completion and provide regular status communications.
- Monitor development activities and ensure timely issue resolution.
- Create test strategies / plans / scripts, coordinate, monitor and participate in testing activities.
- Prepare change management documentation.
- Demonstrate the ability to receive a task and drive it to completion while working with team members to ensure success.

Education & Experience

- Bachelor's Degree in Business, Statistics, Market Research, Computer Science or related field is required.
- Fully proficient in software applications such as Excel, Word, PowerPoint, etc.
- Strong analytical, problem solving, organization and communication skills required.

To apply for this position, please contact:
Mari Mele
ComServe General Manager
Sanofi-Pasteur
1-800-752-9338 ext. 66864
Mari.Mele@sanofipasteur.com