

**Company Name:** Elixia Tech Solutions Limited

**Company Website:** <https://elixia.tech/>

**Corporate Profile Videos:** <https://www.youtube.com/channel/UCHt48zOE2thnauLueKJ2mWg>

**Position:** Lead Business Analyst

**Department:** Technology and Development

The Lead Business Analyst's role is to plan, design, develop, and launch efficient business, financial, and operations systems in support of core organizational functions and business processes. This includes gathering and analyzing data in support of business cases, proposed projects, and systems requirements. The Lead Business Analyst is also responsible for generating and compiling reports based on the findings, complete with probable causes and possible solutions to systems issues. This individual will apply proven communication, analytical, and problem-solving skills to help maximize the benefit of IT system investments.

To be successful as a Lead BA, you should be able to effectively manage the business analyst team. Ultimately, a top-performing senior business analyst should be able to identify ways in which to improve customer satisfaction.

**Responsibilities:**

- You'll work with internal & external stakeholders to determine the contribution that business and IT improvements can make to achieving business objectives; defining strategies, agreeing and prioritizing business requirements, conducting feasibility studies, producing both organizational-level and detailed business models, and overseeing the definition and implementation of holistic solutions.
- Translate user needs to business requirements and collaborate with development resources to ensure systems requirements meet the business requirements.
- Analyzes complex business problems and provides sound workable solutions through technical and business process creation or change. Works with Systems Analysts to identify alternative technical solutions.
- Defines project and product scope using advanced knowledge of multi-unit business processes, and working with a variety of sources, which may include developers, testers, senior management and clients.
- Works closely with analysts to create specification of the business process definition and may delegate portions of the specification creation to other BAs.
- Documents existing and new business processes, associated resources and dependencies. Delegate documentation responsibilities to Junior BAs.
- Reviewing deliverables created by all the BAs on the team for quality and consistency.
- Manage customer relationships and expectations by developing a communication process to keep others up-to-date on project results

- Leading project implementation and execution as a release and project manager & serve as a mentor to the team of BAs.
- Staying up-to-date on the latest processes and IT advancements to improve efficiency

**Expected Skills and Competencies:**

- Excellent verbal (English and preferably Hindi) and written communication skills in English
- Competency with MS Word and Excel as well as other project management and documentation tools
- IT Project and Program Experience.
- Knowledge of Logistics and Supply Chain sectors will be an added advantage
- Previous experience in similar role preferable
- Leadership quality, self-confidence, presence of mind and adaptability to various situations
- Openness and curiosity to constantly keep learning and improving
- Good people skills and process orientation
- Excellent documentation skills
- Experience creating detailed reports and documents
- Performance and goal oriented and highly driven and focused individual

**Education:**

The Lead Business Analyst will have a bachelor's degree or a master's degree and 8 years of Business Analysis experience preferably in an IT industry domain.

**Reporting:** CEO