
Position: Business Analyst

Location: Albany, NY

Role Summary

The successful candidate will work closely with project managers and staff to directly support the selection, or development of internal business systems. The Business Analyst will be engaged in re-engineering business processes across teams and be responsible for developing projects that change those processes.

Responsibilities include:

- Developing project requirements, planning, and working with multiple projects within challenging time frames
- Thoroughly document all project requirements, issues, risks, and lessons learned
- Communicate progress to project stakeholders in an efficient and effective manner
- Coordinate with third-party vendors, and contribute to systems implementation efforts
- Contribute to key process improvement efforts across the organization

Qualifications:

- BS in Computer Information Systems / Computer Science is preferred
- Experience with SQL
- Business analysis experience and/or courses required
- Excellent communication and documentation skills
- Willingness to work in a high performance team environment
- Great customer service skills

Additional Consideration For:

- Project Management experience/knowledge
- Information technology knowledge a plus