



GGA Software Services LLC

Position Description: Business Analyst

Position: Business Analyst
Type: Permanent
Location: Waltham, MA
Travel: None
Compensation: Competitive compensation package commensurate with qualifications and experience

Company Description:

GGA Software Services provides world-class informatics services – software engineering, algorithm development, and data curation services – to companies ranging from early-stage companies to global corporations. We develop and maintain best-of-class informatics applications and content databases, as well as create state-of-the-art algorithms and models. GGA also provides ongoing support, maintenance, and quality assurance services.

The 400 professionals at GGA’s development facility in St. Petersburg, Russia, combine deep domain knowledge, mathematical expertise, and software engineering excellence to solve client problems in cutting-edge informatics areas. GGA’s project managers in Europe and the U.S. have a proven track record of working closely with clients to develop superior applications on time and within budget.

Position Description:

GGA is seeking an accomplished Business Analyst to work on-site at a client’s facility in Waltham, MA. The ideal candidate will be a highly motivated team player serving as the conduit between the customer community (internal and external software users) and the software development team through which requirements flow. He or she will combine strong technical skills and a strong understanding of business process management and business requirements of end-users of software in order to translate them to specific software application and operational requirements.

Responsibilities

- Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis task and workflow analysis.



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- Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs.
- Proactively communicate and collaborate with external and internal customers to analyze information needs and functional requirements and deliver the following artifacts as needed: Functional Requirements (Business Requirements Document), Use Cases, GUI, Screen and Interface Designs.
- Serve as the conduit between the customer community (internal and external customers) and the software development team through which requirements flow. Be the liaison between the business units, technology teams and support teams.
- Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.
- Ascertain business process management and business requirements of the customers and translate them to specific software requirements.
- Develop requirements specifications according to standard templates, using natural language.
- Document and analyze the required information and data.
- Evaluate the information gathered through workshops and surveys, business process description and task analysis. Evaluate the technical designs as well as the specifications.
- Effectively communicate with internal teams and external clients to deliver functional requirements like GUI, screen and interface designs.
- Drive and challenge business units on their assumptions of how they will successfully execute their plans.
- Define concepts while working independently with users or under direction of project managers.
- Successfully engage in multiple initiatives simultaneously.

Experience & Qualifications

- Bachelor's degree in business with an emphasis in information systems.
- Very strong technical and business intelligence skills and a deep understanding of customer's needs so that they can be transformed into application and operational requirements.
- Strong analytical and product management skills, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements.
- Experience in using enterprise-wide requirements definition and management systems and methodologies.
- Experience in both Agile and Waterfall methodologies.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of executives, managers, and subject matter experts.
- Ability to work effectively in a matrix organization.



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