



Junior Business Analyst

Position / Title	Junior Business Analyst
Commitment	Full Time
Degree	Bachelor, Master is a plus
Major / Emphasis	Economics, Banking & Finance, Business Administration, Business Computing, Management, Risk Management, or Actuarial Science
Years of Experience	0 to 2 years of experience
Skills	Languages English Arabic French is a plus
	Other Skills: <ul style="list-style-type: none">▪ Experience in communicating technically and working in a team▪ Good communication Skills▪ Good listener▪ Critical thinking skills▪ Familiarity with research methodologies and ability to participate in research activities▪ Excellent documentation skills▪ Excellent writing and analytical skills▪ Ability to think and work in a fast-paced environment▪ Patient and may handle working under pressure▪ Ability to fulfill tasks with minimal supervision
Responsibilities	<ul style="list-style-type: none">▪ Helps in implementing technology solutions in a cost-effective way by determining the requirements of a project or a product.▪ Translates business needs into detailed requirements to define solutions.▪ Evaluates multiple options before settling on a solution.▪ Reports on project and activity status related to



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tasks/projects.

- Creates clear and concise documentation.
- Conducts analysis and deconstruct the problem or solution.
- Documents client organization's direction, structure, and business processes and requirements.
- Researches client organization's industry and competitive position.
- Analyses project information related to business processes.
- Assists in the collection and consolidation of required information and data.
- Assists with end to end system testing to ensure the system is functioning per requirements and meets the business, functional and end user needs.
- Accurately and efficiently executes test plan.
- Evaluates the impact processes of new project requirements.
- Assembles and documents all test results.
- Understands project plans and articulates roles, project goals, and timelines.
- Takes input from supervisor and appropriately apply comments/feedback.
- Adheres to project standards defined by project management.
- Accurately employs the Company's methodology and documentation tools.
- Proactively carries out project support and administrative functions.
- Establishes responsible deadlines and personal work plans and manages time effectively.
- Applies feedback received day-to-day and strives to improve performance.
- Complies with all the Company's policies and procedures and is available to travel.



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Country	Lebanon
Working Days	Monday till Friday
Working Hours	8:00-17:00 or 9:00-18:00