



## Business Analyst | Implementation Technician



Company Confidential and Copyright SourceDogg

www.sourcedogg.com

Classification: <b>Public</b>	Status: <b>Approved</b>	Prepared by: Susanne Cubel-King
Updated on: <b>11/04/2023</b>	Rev: <b>1.0</b>	Approved by: Alan Phelan

**Contents**

<b>1</b>	<b>DESCRIPTION .....</b>	<b>3</b>
<b>2</b>	<b>THE ROLE .....</b>	<b>3</b>
<b>3</b>	<b>DUTIES AND RESPONSIBILITIES .....</b>	<b>3</b>
<b>4</b>	<b>SKILLS AND QUALIFICATIONS.....</b>	<b>4</b>
<b>5</b>	<b>KNOWLEDGE OF THE FOLLOWING WOULD BE AN ADVANTAGE .....</b>	<b>4</b>
<b>6</b>	<b>WHY CHOOSE TO WORK WITH US .....</b>	<b>4</b>

## 1 Description

SourceDogg is a leading Supplier Management & eProcurement software provider committed to offering the easiest-to-use software experience and value to a client base that includes many successful infrastructure, construction, and engineering clients. We are now looking for a Business Analyst / Implementation Technician who can provide ongoing support to new and existing clients. This is an excellent opportunity to join a rapidly expanding cloud-based software company and gain exposure to cutting-edge technologies.

## 2 The Role

The Business Analyst / Implementation Technician will be responsible for analysing business processes, identifying opportunities for improvement, and making recommendations to stakeholders. The successful candidate will work closely with stakeholders to understand their needs and requirements, and then use this information to develop and implement client projects.

The ideal candidate will possess excellent organisational and communication skills, a strong attention to detail, experience in the supply chain management sector with the ability to work effectively in a team environment.

Job Type: Permanent, full-time

Location: UK/ Remote or Ireland / Remote

## 3 Duties and Responsibilities

- Collaborate with stakeholders to understand their needs and requirements.
- Conduct Progress Review Meetings/ Implementation meetings.
- Develop and maintain project plans, timelines, and deliverables.
- Identify areas for improvement and make recommendations to clients.
- Develop and implement solutions that optimize business operations.
- Create and maintain documentation related to business processes and workflows.
- Monitor and report on project progress, and escalate issues as needed.
- Work closely with the project coordinator, developers, and other team members to ensure successful project completion.
- Provide training and support to clients as needed.
- Creating preview materials for clients.
- Testing of different modules and new deployments

## 4 Skills and Qualifications

- Bachelor's degree in business administration, computer science, or a related field.
- 3+ years of experience as a business analyst or similar role.
- Experience working with stakeholders to gather and analyse business requirements.
- Proven ability to develop and implement solutions that optimise business operations.
- Excellent communication skills, both written and verbal.
- Strong analytical and problem-solving skills.
- Experience with project management tools and methodologies.
- Knowledge of data analysis and visualization tools.
- Ability to work independently and in a team environment.

## 5 Knowledge of the following would be an advantage

- Knowledge of Procurement or Supply Chain Management sector is a plus.
- Previous experience in a B2B SaaS business.
- Knowledge of JIRA and Confluence is a plus.

## 6 Why choose to work with us

Teamwork is part of our core. We seek purpose in everything we do and are not afraid to ask challenging questions along the way. We understand the complexity of simplicity and believe that less is more.

We have an innovative and high-performance culture where we encourage and reward creativity and teamwork and have fun while doing it! This is a unique opportunity to join a growing company that comprises a team of expert technologists and seasoned professionals.

Attractive prospect to progress your career further with our fast growing team.