Business Systems Analyst

Company Background

Store-All is one of Ireland's largest supply chain management companies. The company currently manages in excess of 850,000 sq ft of warehousing across 16 locations across 8 sites in the South-East and has its HQ near Belview Port. The company offers custom and integrated (Transport & Storage) supply chain solutions for some of the world's leading Food & Pharma multinationals. The company also provides Document & Self-Storage services. Further sites are being developed to support the business expansion.

Key Responsibilities

- Raising and documenting Change Control Forms for all system changes.
- Determines operational objectives by studying business functions, gathering information on current business procedures, and evaluating output requirements / recommendations for change
- Create and deliver a portfolio of validation documents which present business and technical details, risk assessment criteria, business process and functional requirements from contrasting internal and external sources. This includes User Requirements Specification, Functional Design Specification, Traceability Matrix, Validation Master Plan, Installation/Operation/Performance Qualification protocols and Final Report.
- Ensure all formal deliverables are fully compliant with quality systems.
- Present business processes in simplified workflow diagrams for all required business processes.
- Liaise, as necessary, interdepartmentally and with external stakeholders to source information, via group discussions and targeted one-to-ones.
- Liaise with customers to report progress and impediments; internally escalate associated risks, issues and constraints where necessary.
- Plan and manage operation and performance user qualification testing.
- Define standard operating procedure, user guides and work instruction documentation to address scope of business continuity, SDLC approach, validation approach, process flow and change control processes.
- Repurpose disparate information into a cohesive, understandable format to provide a common baseline for business compliance regulations.
- Collect & analyze data from all business systems, identify trends, anomalies and gaps. Present data in a range of chart / graph / summary formats via PowerBi dashboards or presentation formats for all departments to monitor / review

People

- Ability to work closely with management, fellow analysts, developers, quality assurance and warehousing staff.
- Collaborate with developers, other business analysts, management and customers to design & test all software systems required for Store-All's day to day operations.
- Assist with mentoring of new joiners to the team.

Projects

- Attend daily and weekly IT meetings as scheduled to track and report on project progress.
- Plan and provide project timelines for all work undertaken, in agreement with manager.

Essential Skills

- 3rd level qualification/bachelor's degree in IT, Science or equivalent.
- Minimum 2 years in business analyst role
- Proficient Computer Skills & Microsoft Office Skills.
- Excellent communication skills, both verbal and written.
- Innovative, forward thinking, ability to carry out gap analysis to identify solutions to drive business forward.
- Excellent attention to detail.
- Familiarity with Waterfall methodologies, and collaboration with development team.
- Proficiency in gathering, defining, and documenting business and solution requirements for IT systems.
- Good organisational and time management skills
- Experience working across a range of industries and working with cross functional teams

Desirable Skills
- Expierience in warehousing and logistics industry
- Experience in compilation of SOPs/ WIs
- Basic understanding of SQL databases
- GDP experience

Benefits

- Hybrid working
- Travel expenses
- Training and career progressions opportunities available
- Employee Assistance Program