



CAREERS

We are always looking to hire talented staff so if there's nothing you think is quite right for you from our list of current vacancies, make sure you register for job alerts so we can email you as soon as we start recruiting a suitable new role.

Technical/Business Analyst

Location(s)

Waltham, MA

Employment Type

Permanent

Job Listed

13-Feb-2019

Job Description

Technical/Business Analyst - Entry Level

Job Description

Under the mentoring and supervision of a senior business analyst, work with clients and project teams to support the implementation of SAP/SuccessFactors' Talent Management modules, which include Goal Setting, Performance Management, Development Planning, Succession Planning, and Compensation (or other future Talent Management systems as applicable):

Position Responsibilities:

- Analyze the clients' current talent management processes, systems, data and user needs with the goal of creating more efficient Talent Management processes
- Document requirements for Talent Management system implementation, and work with the project team to formulate solutions that parallel overall business strategies
- Coordinate the implementation of the solution, and complete configuration tasks that do not require certification but require basic knowledge of Talent Management related concepts
- Create and maintain decision documents, feedback logs, and configuration manuals
- Ensure overall quality of the solution delivery by testing the solution and guiding the client through user acceptance testing and live production,
- Create professional presentations to facilitate and optimize communications with clients (both qualitative and quantitative information)
- Establish and maintain positive communications and interactions with clients and project teams
- Apply knowledge of XML or other programming to implement business logic as needed
- Learn Talent Management concepts and how to configure, support, and implement the SuccessFactors Talent Management modules through self-paced learning
- Obtain certification on the SuccessFactors Talent Management modules (all fees paid by EIR)
- Completion of a probation period, as described below

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Education Requirements:

BA/BS in Finance or a related field, with 0-2 years of professional work experience

Probation Period Requirements:

During the 3-month probation period, the senior business analyst and team members will provide coaching and feedback to ensure a successful integration into EIR's practices and approach to client satisfaction. Failing to meet the requirements of the 3-month probation period may result in termination of employment.

The following behaviors and skills must be demonstrated:

- Maintain focus and productivity by consistently work 40 hours per week in the office. (Occasional working from home is allowed with supervisor approval to manage personal commitments, and in the event of inclement weather)
- Arrive in the office on the agreed upon daily start time
- Consistently attend online meetings and conference calls on time. Never make the client wait.
- Multi-task by working on more than one project at a time without compromising the quality of the results
- Produce high quality work within the stated project timeline
- Self-assess the quality of the output produced, adjust as needed and/or seek help from others to obtain the information needed to deliver quality work
- Manage own time effectively by self-planning work and project deliverables without reminders from the senior business analysts or other team members
- Maintain open communication and ensure that ample notice is provided if client deliverables cannot be produced within the agreed upon timeframe
- Proactively identify mistakes, errors or omissions. These can be a learning opportunity and are expected during the probation period. Issues can always be addressed when identified in a timely manner and help to avoid damage to the client relationship.
- Learn the SuccessFactors Talent Management system

Send or Email resume to:**Enterprise Information Resources Inc.**

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Attention: HR / Technical/Business Analyst

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