Business Analyst – Entry Level
Sagitec is growing rapidly. To staff a new project, we are seeking an entry level business analyst to support the implementation of our industry leading Neospin™ pension administration framework. This is a client facing position that involves no programming work. We seek an aggressive self starter who is eager to work with clients to understand their business processes and requirements and translate them into use case specifications. From there, the selected individual will be responsible for documentation, testing and training and user support. The high level task responsibilities of the job include the following.

- Document use case specifications
- Execute test plans
- Develop and deliver training material
- Develop various system documentation
- Participate in the development of proposals for business development
- Facilitate client meetings
- Participate in business development activities
- Help control and manage project scope

Key characteristics that make for a successful career progression at Sagitec include the following.

- An aggressive, results driven, attitude toward getting a job done
- An eagerness to learn new things and adapt quickly to new situations
- An ability to communicate well in writing, verbally and non-verbally
- An ability to form working relationships with groups of people from varied backgrounds, experience, and education levels
- A desire to work in the information systems field
- A degree in computer science, technical writing, or related field