



## JOB POSTING

Position:	<b>Business Analyst – Full Time, Permanent</b>
Salary:	Commensurate with qualifications and experience
Send resumes to:	careers@novator.com

### THE COMPANY

We are an e-commerce solutions provider helping clients with their online business through the integration of industry leading services and hosting technology. Our singular focus on online retail makes us the preferred vendor for companies that strive for something more than just "acceptable" online sales; our clients want the technology to develop profitable customer relationships to grow all channels and build a dependable, recurring revenue stream with limitless potential.

For well over 15 years our solutions and services have been the foundation of some of the world's most demanding e-commerce businesses. We work with our clients as partners, cultivating long-term relationships to ensure their success. This commitment is reflected in our business and financial model. When they succeed, we succeed.

On-line retail is all about creating a good customer experience, and we like to practice what we preach. We want our employees to have a great experience too! It's important to us to attract and keep the best people. It's how we stay ahead of the competition - and get to work with the best clients in the industry.

We offer a flexible, relaxed work environment, a competitive salary and benefits program, and challenging projects with brand-name clients

If you like to work hard and play hard, this is the place to do it. You'll hang out with smart people, you'll learn a lot and you'll have a great time doing it!

### POSITION SUMMARY

The Business Analyst will work with the Product Manager to define, develop and execute the product vision and roadmap for the e-commerce markets that Novator serves, in support of the company's strategic and financial goals.

- Work with internal and external stakeholders to gather and document business needs, and translate those needs into well-defined software features.
- Work collaboratively within the Product Management team to define, analyze and prioritize product features.
- Produce quality software documentation including high-level business requirements, functional requirements, use cases, activity diagrams, and other deliverables for clients, internal stakeholders and the software development team.
- Review technical specifications, interface designs, test plans, test cases, user acceptance test results, user manuals, training materials, and other software life cycle documents.
- Review and prioritize defects within product release cycles.
- Provide ideas and input into the Product Management team relating to product development, user experience, process improvements, and product features.
- Be a subject matter expert on the product, take ownership of specific functions, and provide guidance and consulting services to internal departments, third-party partners, clients and other stakeholders.
- Apply business case logic and sound decision-making skills in managing feature definition, project scope and feasibility.
- Lead internal training sessions at release launch.

### MINIMUM AND ESSENTIAL SKILLS AND QUALIFICATIONS

#### Education:

- University degree in Business Administration, Information Technology or related discipline.

#### Experience:

- 5 years of experience as a Business Analyst in a software or e-commerce service environment.
- Demonstrated use of standard techniques such as JAD, interviewing, use case modeling, gap-fit analysis, and process definition for gathering requirements.
- Must have prior experience developing software documentation including business requirements, functional specifications, configuration guides, use cases and activity diagrams for complex transactional applications such as commerce platforms, financial systems or analytics packages.

- Must demonstrate an exceptional ability to interpret and distill complex ideas into elegant, intuitive analyses and documents.
- Proven ability to communicate and serve as a liaison between product management, development teams, account management and other stakeholders, with developing skills in negotiation, expectation management, and facilitation.
- Familiarity with software development processes in a Java environment, including the role of databases, object modeling and web tier integration is preferred.
- Demonstrated fluency with Microsoft Office suite is required. Knowledge of modeling applications such as Visio or Enterprise Architect is a plus.
- Superior technical aptitude combined with proven creativity and lateral thinking.
- Effective analytical, problem-solving, leadership and organizational skills. Willing to take ownership of projects and drive them with minimal input and direction.
- Strong written and verbal communication skills. Must write precisely and concisely.
- Absolute and meticulous attention to detail and consistency while maintaining the 'big picture'. Capable of producing letter-perfect documentation.
- Strong work ethic and the ability to follow through on technically demanding projects.
- Proven ability to work professionally as an effective member of a high-performance team.

We thank all those that apply, but only those chosen for an interview will be contacted at this time.