

Strategic Development Associates, LLC
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Business Analyst/Project Coordinator

Strategic Development Associates, LLC is looking for a Business Analyst/Project Coordinator to support an Information Technology department with a Global Integration Project. This is a highly-visible project with significant impact to the organization. The specific duties for this role will be to create and document business processes regarding the support of the various applications and infrastructures deployed, and in the process of being deployed, to European and Asian locations. Day-to-day activities will include the following:

Duties:

- Scheduling and running meetings
- Collecting business requirements
- Creating and documenting process flows
- Creating training materials, job aids and support manuals
- Creating and managing a timeline/project plan

Required Skills:

- Excellent verbal, written and interpersonal communication skills; must be able to adjust appropriately for different audiences and cultures.
- Ability to work independently
- Demonstrated ability to be able to build consensus
- Ability to quickly analyze a business process and document options and solutions
- Comfortable with ambiguity
- Expertise with Microsoft Word, Excel, Project, PowerPoint
- Familiarity with Microsoft Visio and SharePoint
- Prior experience working in an IT department required
- Prior experience in transitioning services into production is a plus
- Prior experience of working on a global implementation project is a plus

Additional Project Details:

Start date: ASAP

Duration: May / June - mid-Dec. (possible extension due to project deadlines)

Hours per week? 40 hours per week onsite with client. Critical to be able to interact with a variety of resources on-site or client's remote locations via video conference.

Location: Hanover, MD

Travel required? Potentially, but not much