



## JOB DESCRIPTION

**Date:** 01/21/2026

**Position:** Business Analyst

**Department:** Information Technology

**Director:** Joey Anglin

**General Purpose of Job:** We are seeking a Business Analyst with strong data, process improvement, and ERP application skills with a passion for leveraging AI tools to transform business workflows. In this role, you will analyze organizational processes, gather business requirements, optimize workflows, support modern technology, use AI and BI tools to drive smarter, faster decision-making across the company.

### Essential Functions of Job:

- Participate in workflow analysis to identify, gather, and define business requirements for process improvement decision-making.
- Translate user requests into technical requirements, design documents and system specification documents in order to devise appropriate solutions to existing and newly identified business needs.
- Utilize AI tools (Copilot, ChatGPT, Claude) to analyze data, automate documentation, tasks, testing, and reporting and address specific user needs while boosting productivity.
- Proactively research emerging tools, technologies, and AI-driven solutions to address business problems.
- Compare software options based on features, cost, scalability, integration, security, and long-term value.
- Develop solutions based on careful cost analysis and requirements gathering to improve efficiency.
- Recommend solutions that enhance productivity, streamline workflows, or automate manual tasks.
- Design and implement regular reporting for KPIs including demand and service level metrics.
- Assure data integrity, including data extraction, storage, manipulation, processing and analysis.
- Review and maintain the business requirements documents to develop, document, and execute comprehensive test cases and scripts for end-to-end testing of all system processes and procedures.
- Responsible for supporting the user through User Acceptance Testing (UAT) and User Adoption phases.
- Design, customize, and generate reports for department managers from various database sources and present findings to IT and business units, as well as cross-train IT personnel for backup purposes.
- Provides second level support for Oracle, EDI and ERP business applications.

### Educational and/or Experience Requirements of Job:

Although a formal degree is not necessary, the knowledge obtained with relevant degrees and/or certifications is a must. Those include, but are not limited to:

- 5+ Years of relevant experience (bachelor's degree in relevant field may be substituted for experience).
- Proven experience in eliciting and documenting business requirements, functional specifications, and technical specifications.
- 2-3 years Data/Business Analyst.
- 2-3 years technical experience with Oracle Applications and EDI (SQL, X12/XML, PHP, and REST API).
- Preferable experience with AI, Tableau, and database concepts.

### Personal Demands of the Essential Functions:

This person must be able to work independently without constant supervision. This person must be able to follow oral or written instructions:

- Strong communication and organizational skills are essential.

- Promptness and reliability are a must. The ability to be at work at the scheduled time, stay until the scheduled departure time and be at work on a regular basis is crucial. There may be occasions to work during non-business hours.
- Confidentiality is imperative. The exposure to sensitive information regarding all aspects of the company is to be expected. The ability to protect that information is a must.
- Independence and self-reliance are very important as are cooperation and teamwork. Most tasks and duties will require the ability to work alone and determine the best course of action.
- Other duties may also be assigned.