

Job Title: Business System Analyst**Location: Washington DC, NJ****Job Summary:**

We are seeking an expert in specific business processes who will be responsible for formulating systems scope and objectives relative to our organization's business plan and industry requirements. As a member of our project team, you will be responsible for providing technical guidance concerning the business implications of applying various systems.

Minimum Requirements:

- Must hold a Project Management certification (i.e., Project Management Professional (PMP) certification or other equivalent/recognized Project Management certification)
- Must have experience working with: DOD Lifecycle management, DOD 5000.1, 5000.2 and Guidebook, PPBE, DPATS system engineering tool, Defense Acquisition Management Information Retrieval (DAMIR) System reporting format for DAES, OSD report, SAP products for Enterprise Resource Planning.
- Four (4) years of relevant experience
- Must have experience with the following programs: MS Suite, Word, Excel, Access, Project Management, and PowerPoint
- Relevant certification from a nationally recognized authority.
- Must possess IT-II Non-Critical Sensitive security clearance or Tier 3 (T3) at the time of proposal submission.

Responsibilities:

- Work with key stakeholders to identify and document business processes, workflows, and requirements.
- Formulate systems scope and objectives based on business requirements and industry standards.
- Provide technical guidance concerning the business implications of applying various systems.
- Develop and maintain system documentation, including business processes, requirements, and technical specifications.
- Act as the liaison between business stakeholders and technical teams.
- Participate in project planning, including developing project timelines, resource allocation, and budgets.
- Participate in testing and quality assurance activities to ensure the system meets the business requirements and industry standards.
- Continuously monitor and analyze systems performance, identifying areas for improvement and making recommendations to stakeholders.

Qualifications:

- Bachelor's degree in Computer Science, Engineering, or a related field or equivalent experience.
- Project Management certification, such as PMP or other equivalent/recognized Project Management certification.
- Experience with DOD Lifecycle management, DOD 5000.1, 5000.2 and Guidebook, PPBE, DPATS system engineering tool, Defense Acquisition Management Information Retrieval (DAMIR) System reporting format for DAES, OSD report, SAP products for Enterprise Resource Planning.
- Excellent communication skills and the ability to explain complex information accurately and concisely.
- Strong analytical skills and attention to detail.
- Ability to work collaboratively in a team environment.

- Experience with MS Suite, Word, Excel, Access, Project Management, and PowerPoint.
- Must possess IT-II Non-Critical Sensitive security clearance or Tier 3 (T3) at the time of proposal submission.

Why Join Us:

- We champion inclusion and believe diversity strengthens the fabric of our culture.
- We are an equal opportunity/affirmative action employer.
- As a small firm, we pride ourselves on being inclusive, collaborative, and empowering our employees. We plan to maintain this culture as we continue to grow.
- All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.

*This position is contingent on the contract being awarded.