



Job Description

Position: Associate Consultant / Junior Business Analyst

Reporting To: Project Manager

Role & responsibilities:

- Demonstrate strong working knowledge of key IT processes
- Critically evaluate information gathered from multiple sources, perform data analysis and document business processes
- Successfully engage in multiple initiatives simultaneously
- Access Systems Plus tools and methodologies to facilitate client sessions for outsourcing vendor selection, governance design, relationship launch and ongoing vendor management.
- Researches client organization, vendor and advisor information and update knowledge repository
- Understands project plans and is able to clearly articulate roles, project goals, and timelines
- Establishes responsible deadlines and personal work plans and manages time effectively
- Excellent verbal and written communication skills and the ability to interact and collaborate professionally with external and internal stakeholders

Experience:

0 – 2 years

Qualification:

- Undergraduate degree is required
- Graduate degree and relevant work experience in the above mentioned area is preferred and beneficial
- Experience in all aspects of outsourcing, from a consulting, industry or service provider perspective

Work Location:

Mumbai