

JOB DESCRIPTION

BUSINESS ANALYST

EIX Global is looking for an energetic business analyst to join their Global team. The main responsibilities include review, analyze, and evaluate business systems (related to content) and user needs, document requirements, define scope and objectives, and formulate design to match business requirements. The business systems that EIX Global serves are digital asset management, content management, and business process management centric.

RESPONSIBILITIES

- Determine content management objectives by studying business functions; gathering information; evaluating requirements and formats
- Construct workflow charts and diagrams; studying system capabilities; writing specifications
- Improve systems by studying current practices; designing modifications to metadata and taxonomy structures, and workflows
- Recommend controls by identifying problems
- Maintain user confidence and protect operations by keeping information confidential
- Prepare reports by collecting, analyzing, and summarizing information and trends
- Enable end users to find and operationalize content
- Manage metadata completeness and accuracy across all assets
- Perform daily, weekly, and monthly reviews and analyses of current processes using operational metrics and reports
- Contribute to the overall marketing taxonomy and metadata strategy
- Collaborate with stakeholders and the global marketing workflows analyst to streamline and automate as much of the content life cycle management process as possible

SKILLS | EXPERIENCE

- 2-5+ years of relevant experience in delivering enterprise application solutions
- Excellent communication skills
- Knowledge of content development processes and familiarity with marketing technology
- Experience in working with DAM systems
- Experience in, or knowledge of, an Agile software development environment a plus
- Strong analytical skills, detail-oriented, and a demonstrated ability to self-motivate
- Ability to establish priorities while balancing technical and business requirements
- Proactive, independent thinker with high energy and positive attitude
- Ability to collaborate, build consensus, and inspire teams
- Exceptional verbal, written and interpersonal communications skills
- Knowledge of Digital Asset Management systems is a plus

OTHER RELEVANT INFORMATION

- Full time position
- Work from your home office
- Travel, approximately 10%-20% (US and Global)
- Competitive Pay with Annual Performance Bonus + Home Office Benefits Package

Send resume to careers@eixglobal.com - Add subject line: **REF: Business Analyst (Ryerson)**