

SPRINGFIELD ARMORY®

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JOB POSTING

Direct Link: [IT Application](#)

Title: IT Business Analyst

Status: Full-Time

Description Summary:

The IT Business Analyst translates business and system needs to communicate requirements to System Designers, Software Engineers, and Testers. Skills required include: requirements elicitation, analysis, specification and verification techniques. This position is engaged in work efforts ranging from minor defect fixes and enhancements to assistance with development of new applications. May assist with various types of solution approaches (custom development, page implementation) and solution domains (business applications, data warehouses, web services, infrastructure). The IT Business Analyst will demonstrate knowledge of the Software Development Life Cycle (SDLC) and AGILE methodology.

- Fields requests to the IT department from the business community. Works to gain an understanding of the business reasons for the request.
- Acts as a liaison between the business user and technical teams, communicating technical information to non-technical users.
- Assists in maintaining the IT Portfolio by evaluating new requests against existing capabilities.
- Conducts research to determine if solutions to business requirements currently exist within or outside the business, and if not, whether new solutions are feasible.
- Documents business and technical requirements for maintenance, new or changing applications.
- Develops use cases, flow charts, functional diagrams and descriptions to communicate application design specifications.
- Works closely with Application Designers and Developers to ensure understanding of requirements that will be used for creating application architecture and design specifications.
- Uses requirements documentation to develop, document and execute comprehensive test plans for each component change. Ensure issues identified have been resolved prior to user testing and implementation.
- Actively participates in and may be assigned to coordinate the user acceptance testing, defect and issue tracking processes related to various applications.
- Helps track project progress and create status reports.

Requirements:

Qualified applicants must possess:

- Excellent communication skills, including the ability to write concise and accurate technical documentation.
- Strong organizational abilities and flexibility to recognize and shift focus to the highest priority tasks or support others on high priority work.
- Effective public speaking and verbal aptitude.
- Proficiency in Microsoft Office applications: Word, Excel, PowerPoint, Outlook.
- Knowledge of training techniques.

- Exceptional analytical and conceptual thinking skills.
- Ability to work independently: highly self-motivated and self-directed.
- Strong customer service orientation.
- High level of professionalism and diplomacy.
- Bachelor's degree in one of the following subject areas: Business Administration, Information Systems/Technology, or related field preferred; or four or more years related experience and/or training; or equivalent combination of education and experience.
- Experience eliciting, documenting, and maintaining business requirements.
- Experience developing and maintaining Use Cases, Requirements Traceability Matrix & User Stories.
- Knowledge of SDLC Methodologies as it relates to IT Processes.

Compensation:

Springfield offers a competitive compensation and extensive benefits package which includes a generous, comprehensive, and affordable health plan in addition to dental, vision, life, disability, flex, 401(k), and other options. To learn more about Springfield Armory products and services visit www.springfield-armory.com.

Submit Resume and/or Contact Information for Consideration:

Follow link to complete inquiry form. Attach resume and provide accurate contact information.

[Office and Administration Application](#)

Springfield Inc. is an Equal Opportunity Employer

Approved for Posting: TB
Posting Closes: When Position Is Filled