



JOIN OUR TEAM!

Business Process Documentation Analyst

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

Based in Brandon and reporting to the Manager, Accounting and Finance, the Business Process Improvement (BPI) will identify, evaluate, document, prioritize, and schedule business process improvement opportunities.

What you'll do:

- Interview and engage stakeholders to learn, document, and maintain knowledge of internal business processes and user needs, requirements, policies, procedures, data inputs and outputs, and process deliverables.
- Lead and collaborate with cross-functional teams to identify and prioritize processes requiring review and conducting the reviews to identify opportunities to increase business process efficiency and effectiveness.
- Analyze current business processes using lean methodology and best practices to recommend changes to improve process effectiveness, operational efficiencies, and client experience.
- Identify, document, and recommend new process, process flows, tools or system solutions
- Develop business process improvement project plans that clearly identify the roles, responsibilities, and tasks of project team members.
- Develop and maintain periodic reports providing current, accurate, and meaningful information regarding project progress

What you'll bring:

- Bachelor's degree or diploma in business, data analysis, information technology, business management, or a related business process improvement field and/or 2+ years of equivalent experience.
- Strong interpersonal skills; ability to determine and ask probing follow up questions.
- Proven experience identifying and delivering business process improvements and developing and writing policies, standardized process documents/manuals, and analytical reports
- Experience with applying statistical analysis to quantitative and qualitative data
- Strong analytical thinking, planning, prioritization, and execution skills; ability to conduct statistical analysis
- Excellent verbal communication and technical writing skills

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Deadline for applications: NOON on Monday, April 26, 2021.

Apply today to join our team at <https://westmancom.com/careers>
and begin your exciting career journey with us!

