



Junior Business Analyst

Albany, NY

Osprey Software is a leading software application development firm specializing in the architectural design and delivery of complex business solutions. We focus on ensuring that our client's mission critical business applications result in a substantive business outcome, through a distinctive combination of architectural expertise, business knowledge and proven technology.

POSITION SUMMARY

We have a great opportunity for a full-time **Junior Business Analyst** to work as part of our [Osprey Compliance Software](#) team at our offices in Albany, NY. This is an entry level position and will be an integral part of the software implementation team responsible for planning, managing expectations, executing, delivery and installation of an enterprise solutions for our world class Compliance Software product. This position works with internal associates in a cross-functional capacity as well as external customers including high profile clients and fortune 100 companies.

SPECIFIC RESPONSIBILITIES

- Determining and facilitating implementation of client business requirements
- Support and implement best practices for Osprey Software Compliance
- Write and update business specifications for client interfaces and business rules
- Create and update interface specifications using our clients' best practices
- Work with project team to facilitate timely execution of project deliverables
- Create and update functional specification documents
- Create, map and test electronic forms
- Function as a key client / company interface and advocate

RELATED EXPERIENCE

- Bachelor's degree in business, engineering, technical or related field
- 0-2 years training or experience with requirements gathering and documentation
- Strong analytical skills
- Excellent written and verbal communication skills
- Ability to effectively communicate and interact with customers and software developers
- Strong client-management skills

We offer an excellent compensation and benefits package and an opportunity to learn, grow and contribute in a stimulating, fast-paced environment where individual contributions are recognized and rewarded.

For immediate consideration, please send resume with salary requirements to jobs@ospreysoftware.com.

EOE M/F/D/V.

Visit ospreysoftware.com to learn more about what sets Osprey Software apart.

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