e-

Empowering businesses to grow across borders with our e-commerce & mail solutions

Asendia is one of the world's top three international mail, shipping and distribution organizations, delivering our customers packages, parcels and documents to more than 200 destinations across the globe and we offer a diverse range of ecommerce and mail solutions empowering businesses to grow across-borders. Today we employ over 1,500 people in 16 country offices in Europe, Asia, the USA & Oceania - a global network blended with a local presence.

I.T. Junior Business Analyst

In this position, you will own the requirement gathering and testing of small sized projects as well as assist the more Senior Business Analysts in gathering, validating, and documenting business requirements for medium/larger scale projects.

Your tasks

- Reporting to the Senior Business Analyst, you will be involved in supporting projects through requirements gathering, testing and issues resolution during development and after go live.

- You will be supported by the Senior Business Analyst to ensure you have clear objectives and tasks to support the company to meet its aggressive growth objectives.

- A major element of this role is to manage the onboarding process of all retailers into the Asendia landscape and support the end to end testing of new retailers.

- You will also be accountable for the understanding and documenting the requirements and end to end business processes.

- You will work with the Business to investigate, analyse, review, define and document requirements, identify available options and recommend high – level solutions aligned with the overall architecture vision.

- You will support the full delivery lifecycle ensuring business requirement are properly understood and met by the delivered solution, including supporting the creation and execution of test scripts and the data cleansing / migration approach.

- Undertake, investigation analysis to resolve issues raised by Retailer, Carriers and other 3rd parties.

- Identify, document deficiencies in processes or system functionality and help recommend solutions to rectify as appropriate.

- You will own your own process and systems and manage all changes for them, including managing releases and updating IT documentation. You will also be responsible for Jira Support Tickets for your specialist area.

Your profile

- Good analytical and evaluative skills
- Excellent interpersonal skills
- Excellent communication skills
- Good time keeping
- Facilitation and elicitation skills
- Ability to plan, organise and structure work
- Stakeholder management skills.

Our facts

Our mission is to excel in every interaction with our customers. Our values are trust, friendliness, ease of use and our commitment to sustainability.

- Workplace in Colnbrook, Berkshire
- We offer modern and fair employment conditions
- You will have a specific IT Graduate Training Plan lasting 6 – 12 months.
- You will receive BA training for this role which is designed for Asendia.
- Competative London rate offered.

Please send your application to:
Recruitment.uk@asendia.com