

Business Analyst Placement

Job Description

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| Location | Based at the Wellingborough (Northamptonshire) office with homeworking and occasional travelling. |
| Hours per week | Full time, Monday -Friday 8:30-5:00 |
| Description of role | We are looking to recruit a valued team player into our ever-expanding team in Wellingborough. We are looking for quick thinking, fast learning candidate who is motivated to deliver with a positive mindset, a keen eye for detail and a 'can do' attitude. If you join our team, you will be a crucial to shaping our culture and contributing to our success. |
| Reporting to | NT Assure directors and will work closely with the members of the IT and Technical team. |
| Key Responsibilities | <ul style="list-style-type: none"> • Project management and delivery • Data analysis • Creating project documentation including training guides, profit spreadsheets and detailed project timelines • Management of client accounts and client relations • Working with all departments in NT Assure to meet project requirements • Designing and creating user interface mock-ups of software to share with clients • Working closely with software developers to tailor solutions for your clients • Organising and delivering software training to 100+ suppliers • Site visits and out of office meetings with clients • Organisation and distribution of hardware to client sites • Liaising with employees of other companies to cooperatively deliver a project for your client • Creating reports from software data to be shared internally and externally |

What we are looking for:

- You must be completing a business/management relevant undergraduate degree with a sandwich year, be in your second year, looking to start your placement summer 2022 (around July 2022).
- You are be able to demonstrate numerical and analytical skills both in terms of data and people.
- It is preferred that you are proficient in Microsoft Office; specifically Excel, Word, and PowerPoint, but is not required.
- An interest/understanding of SQL is desirable.
- You must be a self-starter, able to work efficiently independently and under pressure, whilst showing quality and a thorough approach to your work.



- You must be able to critically appraise tasks and set priorities, whilst knowing when priorities need to change - in a busy role like this, priorities will change, and you must be able to keep up in a fast-paced environment.
- You need to have excellent, confident communication skills as you will be communicating with your team and clients over the phone, by email and face to face. Because of this, some customer facing experience is ideal.
- A willingness to learn new skills and work on developing the skills you already have.
- A driving licence and your own transport is preferred but not required.