

Job Description

Title: Software Business Analyst Cost Ctr: 603
Work Location: Addison, TX Position Status: Full-time Part-time
Division & Department: Solutions Group
Position Reports to: Director, Brand Protection Solution Engineering

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians:

- Dedicate ourselves to our customer's success;
- Compete and win with integrity;
- Create innovative solutions with science and technology; and
- Team and collaborate with accountability.

JOB SUMMARY

Authentix is seeking a Software Business Analyst to become part of its Global Services Group reporting to the Director, Brand Protection Solution Engineering. The successful candidate will interface with system stakeholders to gather business and functional requirements in order to translate requirements into complex system workflows and user interface(s).

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Attend requirements gathering meetings with stakeholders to identify business needs and functional system requirements
- Produce concisely written and detailed business requirements
- Create user stories and test cases to assist in the facilitation of user acceptance testing.
- Analyze and develop mockups based on business understanding. Prototype user interface designs using Visio, Excel, Balsamiq, and/or other design tools
- Translate business requirements from stakeholders to functional and technical specifications
- Collaborate with the development and testing team(s) to ensure implementation of the needed business, functional, and system requirements
- Provide training on key product features to users as needed
- Provide subject matter expertise and product technical support as needed

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KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Education or experience in IT related to software development or support
- Strong background in requirements gathering, tracking, and analysis with an ability to communicate the information to both technical and non-technical professionals.
- Strong work ethic, combined with a sense of ownership/responsibility
- Decision-making capacity and attention to detail
- Ability to communicate effectively with people at various levels
- Ability to work well independently as well as within a team
- Ability to meet time-sensitive deadlines
- Desire to learn a variety of all business activities
- Knowledge of relational databases and SQL is a plus
- Working knowledge of Software Development Life Cycle a plus
- Good computer literacy, Microsoft Office (Excel, PowerPoint, Word)
- Customer-focused attitude and dedication to problem-solving

SPECIAL REQUIREMENTS

- Occasional overnight may be required

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [office/warehouse/lab] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [office/warehouse/lab] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to

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occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.