

Sr. Business Process Analyst

Consider applying here, if you want to:

- Thrive in a fast-paced, entrepreneurial, and dynamic environment with an opportunity to make an impact
- Develop lasting relationships with great people
- Build a satisfying career
- Learn and continuously improve

Illuminative Strategies Inc. (ISI) is a Management Consulting firm specializing in Business Process Optimization. In this position, you will be doing work that matters alongside other talented people. You will be transforming the way people, processes, and technology connect. Of course, we will offer you great pay and benefits, but we are about more than that. ISI is a place where you can craft your own path to greatness. Whether you think in code, words, pictures or numbers, find your future at ISI.

Position Summary

The Sr. Business Process Analyst is responsible for the facilitation of business process improvement. Together with the Business Process Manager, this person will be responsible for proactively identifying process improvement opportunities, developing and quantifying improvement recommendations, implementing process improvements, and building continuous process improvement environments.

This individual will interact with all levels of a client's organization and will possess a collaborative and flexible working style with the ability to work in various types of environments. In order to be successful, the candidate must also possess strong leadership traits in customer service, communication, productivity, project management and professionalism.

Job Type: Full-time

Location: Springfield, Illinois

Job Duties/Essential Functions

- Leads and participates in process improvement through stakeholder interviews and facilitated sessions to gather cross-functional issues and opportunities, recommending best practices as appropriate
- Develops business process maps in conjunction with other supporting documentation and artifacts spanning multiple functional areas
- Performs detailed process analysis using Lean Six Sigma to drive the design and implementation of optimized business processes
- Organizes and synthesizes large amounts of information provided by stakeholders
- Builds and manages client stakeholder relationships
- Comfortable with ambiguity and can help lead the charge towards deliverables

- Effectively manages change and conflict during process elicitation
- Prepares artifacts in an understandable and presentable format
- Identifies and presents process workflow constraints in a clear, concise manner to all levels of management
- Introduces and deploys process improvement with control and optimization strategies for substantiating continuous success

Minimum Education & Capabilities Required

- BS/BS degree required. MBA/MA/MS degree preferred.
- Ability to become proficient with MS VISIO (within 30 days)
- Ability to become Lean Six Sigma Green Belt Certified within 30 days (ISI paid)
- Ability to become Lean Six Sigma Black Belt Certified within 1 year (ISI paid)
- Excellent interpersonal skills, with the ability to negotiate and effectively engage individuals at all levels of an organization
- Strong verbal and written communication skills
- Strong problem-solving skills
- Must possess strong work ethic, demonstrated attention to detail and excellent time management skills
- Must be available to work as needed to honor project commitments, set and meet deadlines, and support assigned business area needs
- Proficient in the use of Microsoft Office applications including: Outlook, Word, Excel, PowerPoint
- Ability to exercise independent thought and judgment
- Ability to understand front-line business operations in a multitude of unique settings
- Ability to flex your style and approach to be most effective across different stakeholders
- Willingness to travel depending on the client location

Work authorization

If hired, you will be required to provide proof of authorization to work in the United States. Applicants and employees for this position will not be sponsored for work authorization, including, but not limited to H1-B visas.

Equal Employment Opportunity

We're proud to be an equal opportunity employer and celebrate our employees' differences, including race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and Veteran status. Different makes us better.