



## **Business Analyst**

Banner Quality Management Inc. (BQMI) is searching for a Business Analyst to support the Naval Surface Warfare Center, Crane Division (NSWC Crane) located in Crane, Indiana. The right candidate shall assist with managing and administering the organization's Corporate Metrics and Campaign Plan Metrics. Maintain the infrastructure for reporting. Make recommendations for process improvements and implement approved changes. Collect metric data from numerous contributors, format inputs, analyze data, identify trends, present findings, communicate a path forward. Configuration Management for the overall organization.

### **Essential Duties & Responsibilities:**

- Develop Structure
- Manage the CM program.
- Develop and track naming conventions.
- Communicate effectively.
- Make recommendations for continuous improvement.
- Analyze, identify, and resolve complex problems related to metrics generation and workflow.
- Participate on business process teams and individually streamline the Metrics Program and other topics as assigned.
- Provide research and analysis support related to the design, development, and maintenance of the customer portfolio and Corporate Metrics.
- Assist with the evaluation of feedback through analytical analysis.
- Review and analyze information, forecasts, methods, schedules, systems, processes, and procedures.
- Determine solutions and identify trends, and effectively communicate findings to the appropriate personnel.
- Provide follow-up on all actions, and follow-through until all actions are successfully closed out.
- Prepare presentations with metric dashboards and present to appropriate personnel.
- Professionally communicate with Headquarters, Command, and Division.

### **Essential Skills:**

- Ability to make recommendations to improve organizational performance.
- Strong communication/interpersonal skills
- Strong writing skills
- Proven analytical background.
- Advanced Excel skills
- Proficient with Microsoft Office
- Ability to obtain a secret clearance.
- Corporate Metrics
- Development and Submission of timely awards packages

### **Experience/Education:**

Associate degree in business studies, Business Administration, Management, or Information Technology and 2 years of experience or 5 years of work experience.



Experience working with senior decision-makers.  
Experience developing dashboards.  
Research experience

**Personality or self-management skills:**

- Dependable
- Ability to work independently and in a team environment.

**To apply please submit a current resume and cover letter to:**

Banner Quality Management Inc.  
Human Resources  
[careers@bqmi.com](mailto:careers@bqmi.com)

*BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

***Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems.***