



Career Opportunity

Business Process Analyst

Main Responsibilities will include:

- Work with departments to identify, explore and document business processes
- Ensure the proper validation and dissemination of approved business processes
- Analyse and re-engineer processes to achieve the optimum fit of people, process and technology
- Prepare specifications for process monitoring tools
- Analyse process performance data to identify trends and gain insights
- Identify opportunities to recommend implementation of workflows to automate processes
- Participate in projects to identify, document, assess and implement process changes
- Prepare presentations and documentations for stakeholders as required

Candidate Ideal Profile:

- Degree in Management, IT or any other business-related field
- A certification in Lean Six Sigma would be a definite advantage
- Have at least 2 years experience in process documentation, analysis and improvement
- Proficient with MS Office Tools
- Excellent communication skills – both written and oral
- Analytical and logical mind-set with a focus on results
- Ability to work in a structured and organised manner
- Able to work under pressure to meet deadlines

If you feel challenged by the above position, and believe you have the required profile, please send your application letter and a full Curriculum Vitae online quoting **'Business Process Analyst'** in the subject line to

hr@swanforlife.com

Closing Date: 21 January 2022

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.