

## **Business Analyst**

Jarchem Industries Inc. is a leading manufacturer and global supplier of functional, consumer conscious and environmentally friendly ingredients from plant, mineral and fermentation sources. Our products are raw materials for industries such as Personal Care, Home Industrial & Institutional Cleaning, Food & Beverage, Metalworking, and many more. Since 1978, Jarchem has led the industry with a strong focus on innovation and with custom & confidential work to give clients an advantage in the marketplace.

### **Position Summary**

The ideal candidate for this position is a problem solver. As a Business Analyst, you will use your knowledge, skills, and abilities to solve organizational information challenges and will use your critical thinking skills to identify client or company requirements and translate those into detailed instructions for your internal and external team to execute. Through the use of Microsoft Excel and PowerBI, the Business Analyst will be able to perform data analysis to track and present information that will be used to make business decisions on a continuous basis. The types of models that will need to be managed include various aspects of sales, pricing, product, and customer data. The ideal Business Analyst also has strong writing and communication skills and can build relationships with both their team members and client stakeholders.

The Business Analyst will perform a variety of critical tasks to support the day-to-day operations of the company. You will closely work with the Director of Sales but will interact with various department Directors and other employees.

### **Responsibilities**

- Evaluation, organization, translation, analysis and prioritization of both business level and functional requirements.
- Development of process flow and data processing logic.
- Development and execution of independent verification and validation test scripts and plans, as well as production-based operational acceptance testing.
- Assisting with strengthening existing client relationships and developing new business opportunities by participating in client or prospect meetings and working on proposals.
- Maintain pricing and matrix models for products and customers.
- Enhance reporting outputs and data visualization.
- Identifies prospects through research and review of market information.
- Analyzes prospect pipelines and opportunity funnels proactively to assist in meeting sales targets.



**JARCHEM INDUSTRIES, INC.**

*An ISO 9001:2015 Company*

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- Collaborates with sales and marketing team members on strategic sales approach.
- Collaborates with supply chain and operations to develop strategies based on costs and availability.
- Stays up-to-date and informed on market, industry, and regulatory issues.
- Other projects and assignments as required.

### **Qualifications:**

- BS in a Business, Finance, Analytics, Marketing or Science discipline.
- Chemical industry knowledge or experience is a plus.
- Strong analytical ability.
- Is detail-oriented and innovative.
- Experience working with databases (preferably ERP system) and report generation.
- Project management skills, including excellent organizational, time management, and IT/technical skills.
- Fluency in Microsoft Office suite (Outlook, Excel, PowerBI, Word, PowerPoint, etc.).
- Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes through data analysis.
- Ability to provide exceptional client service, research and resolve issues, and demonstrated commitment to continuous learning.
- Ability to manage projects in a cross functional environment.
- Strong and professional communication skills, ability to create and give presentations, and communicate analyses to a broad audience.
- Promotes a strong sense of urgency for reaching goals and key deliverables. Acts without being told what to do. Brings new ideas to the company.
- Demonstrated business, analytical, research, interpersonal, communication skills, and highly developed Microsoft Suite skills required is a plus.