

**Title: Business Analyst**

**Location:** Springfield, Illinois

**Overview of Job Responsibilities/Duties:** CQuest is seeking a Business Analyst to join our software development team. The selected candidate will gather/review information from multiple sources and resolve conflicts; collect and record business requirements; and analyze high level business functions and document in them detail. The selected candidate will also produce business requirements documents, use cases, and screen and background process designs.

Candidates must have the ability to work with minimal supervision in a fast-paced environment, to meet deadlines, to learn new products and new processes quickly, and the ability to follow directions.

Prior experience with WIC program business rules is a plus, but not required.

**Required Skills:**

- Ability to gather and quickly understand information from many sources: user interviews, existing documentation, etc. Must be well organized and able to backup and support requirements.
- Ability to create and manage business/system requirements inventories, business requirement documents, and design documents.
- Proficiency in higher-order Microsoft Word skills, including ability to work with styles, templates, track changes, commenting, and versioning.
- Familiarity with technical writing.
- Highly motivated, able to work independently and complete assignments with minimal supervision.
- Excellent written and verbal communication skills.

**Required Experience and/or Education:**

- Relevant bachelor's degree, or equivalent business analyst experience
- 5 years experience as a business analyst
- 5 years experience creating business analyst documents: requirements inventories, business requirements documents, business glossaries, etc.

**To Apply:** Send cover letter and resume to:

CQuest  
Human Resources Department  
Attn: Theresa Jones  
500 S. 9<sup>th</sup> Street  
Springfield, IL 62701

or fax to Theresa Jones at (217) 541-7336, or via email at [tjones@cquest.us](mailto:tjones@cquest.us).