

Position description

Position Title: Consultant, Business Services

Preferred Location: Houston or Dallas

Overview: The Consultant, Business Services will be the junior member of a project team and will be put into roles that may span both functional and technical responsibilities, while naturally developing their primary area of interest in business analysis.

Key Responsibilities:

- Gathers and documents business requirements, configuration designs, test plans and results, and any other deliverables required by the project as determined by the Project Manager
- Provides business analysis and troubleshooting in requirements gathering, design, testing, implementation, and support of the process automation solutions for the client's business needs
- Supports the client in process selection and prioritization activities utilizing Machina's proprietary Machinability Factor tool
- Develops and communicates business case for automation with process subject matter experts
- Periodically reviews and prioritizes candidate, work-in-progress, and deployed automations in the process pipeline
- Develops and communicate value realized from deployed automations
- Presents the automation solution to client users under supervision by Senior Consultant or Project Manager
- Constructs and tests RPA components using appropriate RPA technologies
- Keeps line manager and Project Manager informed regarding the status of assigned responsibilities
- Supports implementation of automation best practices across all process automation deliverables
- Helps to ensure the designed solution will meet the client's business requirements
- Maintains 85% chargeability client accounts

Qualifications:

- Bachelor's Degree in Finance, Accounting, Engineering, Economics, or a related IT field or equivalent experience in a related field
- Developing understanding of the business value chain in the energy industry
- Developing understanding of one or more process life cycles within the energy industry
- *IIBA Certified Business Analysis Professional* or other BA certification is a plus
- Experience with UiPath's new process-related product suite also a plus
- Ability to work as part of a project team structure
- Ability to work onsite at client locations

Skills:

- Experience gathering, documenting and managing business requirements a plus
- Strong client-facing skills
- Good interpersonal skills
- Good written and oral communication skills

Experience:

- 0-4 years of consulting or other relevant work experience
- 0-4 years of project implementation or custom solutions experience

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.