



Senior Business Analyst - MRI

December 21, 2011

Johns Creek, Georgia 30097
<http://www.piedmontreit.com>

JOB SUMMARY:

The Sr. Business Analyst's role is to supervise and maintain the company's repository of software applications (including MRI, Angus and others) utilizing industry knowledge and best practices. The Sr. Business Analyst is also responsible for planning and coordinating all processes associated with the provisioning of real estate specific applications and systems necessary for business operations. This individual will apply project management, communication and problem solving skills to guide and assist project development, design and deployment of mission critical information and software systems.

JOB REQUIREMENTS:

- 5+ years of direct experience with MRI Version 3.0/4.0 Windows and Web strongly preferred. If less than 5 years, 3 years experience with MRI and 5+ years of direct experience with another Real Estate specific business system will be considered;
- 5+ years direct experience managing financial applications including report and form design, multi-system data integrations, and cross departmental requirement analysis;
- Direct experience working with MS SharePoint and having had integral experience with at least one major SharePoint implementation is desirable but not required;
- Working knowledge of Microsoft SQL 2005;
- Experience with TM1, Yardi, Cognos, Argus or other Real Estate specific application is a significant benefit;
- Proven experience in overseeing the direction, development, and implementation of software solutions;
- Real estate financial and/or operational business knowledge.
- Excellent project management skills and/or substantial exposure to project-based work structures;
- Strong knowledge of system and software quality assurance best practices and methodologies;
- Strong customer-service orientation combined with written and oral communication as well as interpersonal skills;
- Ability to train and communicate ideas in both technical and user-friendly language;
- Ability to perform research into complex application issues involving multiple technologies;
- Highly self-motivated with keen attention to detail;
- Ability to effectively prioritize and execute tasks in a high-pressure environment;
- Experience working in a team-oriented, collaborative environment;
- Knowledge of applicable data privacy practices and laws;
- Working knowledge of PC operating systems; Windows Server 2003 and Citrix

JOB RESPONSIBILITIES

- Provide application development and integration for MRI and other existing business systems;
 - Adhere to all change management procedures and protocols;
 - Analyze user requirements for reports, queries, data extraction and system integration;
 - Develop, manage, and implement reports, forms, queries, data extractions and system integrations as business needs dictate.

- Provide application support and operational management for MRI and other business systems;
 - Field incoming support calls from end users to resolve application and software issues with MRI and other business systems;
 - Work with software providers for prompt resolution of any support cases, upgrades or issues;
 - Manage system access to ensure it is appropriate, approved by management and periodically review for accuracy;
 - Ensure the security, stability, and reliability of data across the organization;

- Evaluate, install, configure, and deploy new real estate systems software and products, throughout the enterprise;
 - Analyze documentation and technical specifications of any new application under deployment or consideration to determine its intended functionality and give advice based on findings;
 - Ensure that any new software integration into company systems meets functional requirements, system compliance, and interface specifications;
 - Develop and manage detailed project plans, prepare status reports and manage meetings;
 - Contribute to pre-testing phase of development by evaluating proposals in order to identify potential problem areas, and make appropriate recommendations;
 - Collaborate with system users for the testing of new software programs and applications;
 - Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements;

- Manage communication, training, procedural documentation and collaboration with key stakeholders and users;

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EOE M/F D/V