



PR/158011 | Junior IT Business Analyst

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1547999

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:30

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Tasks:**Business Processes**

- Analysis, development & maintenance
- Business improvement recommendations
- Documenting existing process
- Documenting proposed process improvement
- Testing systems and processes to ensure alignment to initial scope

Business Systems

- Analysis, testing, implementation, and continual improvement
- Evaluating third party systems for suitability
- On-going support for systems and processes

Project Management

- Project solution proposal
- Project scope & resource planning/allocation
- Publishing of key project documents
- Workload prioritisation

Reporting

- Definition of report requirements
- Creation of reports
- Maintenance of existing reports

Staff Mentoring & Training

- Provide ad-hoc training & support to other members of the IT team / business
- Knowledge transfer
- Provision of formal training sessions for new/upgraded/existing systems for groups
- Provision of informal training for new/upgraded/existing systems for individuals

Continuous Personal Development

- Technical skills development
- Business knowledge
- On the job, peer to peer & company endorsed training

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Company Description