CareerCross by JAC Recruitment

PR/094913 | Business Process Analyst

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1548634

Industry
IT Consulting

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
August 5th, 2025 01:00

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

OVERVIEW
We are seeking a skilled and proactive Business Process Analyst. This role involves analyzing existing workflows, proposing actionable improvements to enhance efficiency, productivity, and overall performance. TThe successful candidate will play a key role in optimizing processes, aligning workflows with system capabilities, and building strong relationships with stakeholders.

JOB RESPONSIBILITIES

- Analyse existing business processes and document current workflows to identify inefficiencies,
- Propose and implement practical process improvements while minimizing customization of the ERP system. Ensure alignment with industry best practice and leverage standard ERP functionalities wherever possible.
- Design and document optimized workflows and business processes.

- Collaborate with IT teams to ensure process improvements are effectively integrated into enterprise systems such as SAP, BI tools, and other related systems.
- Lead cross-functional teams in implementing process changes and system upgrades.
- Develop project plans, timelines, and budgets, ensuring successful delivery within scope.
- Build and maintain strong relationships with internal and external stakeholders.

- Drive change management activities to ensure smooth transition and adoption of new processes and systems.
- Develop and deliver training programs to stakeholders on new processes and system functionalities.
- Contribute to global operations and prepare for potential career opportunities outside Singapore.

JOB REQUIREMENTS
- Bachelor's degree in business administration, information systems, or a related field.
- 3+ years of experience in business process analysis or improvement roles.
- Strong analytical and problem-solving skills.

- Experience in change management and user adoption strategies to ensure seamless implementation of new processes
- Proficiency in process mapping and data analysis.
- Excellent communication and interpersonal skills.
- Project management experience with the ability to lead cross-functional teams
- Knowledge of MFP (Multi-Function Printer) industry workflows.
- Familiarity with automation tools (e.g., RPA) and emerging technologies (e.g., AI integration in ERP systems)
- Professional certifications such as PMP (Project Management Professional) or CBAP (Certified Business Analysis Professional)

BENEFITS
Salary: Base salary + AWS+ Bonus
Location: Singapore central
Hybrid working arrangement.

Apply online for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

JAC Recruitment Pte. Ltd.
EA License Number: 90C3026
EA Personnel: R23113100
Zhang Wei

#LI-JACSG

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Company Description