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## Title: Junior Business Analyst - APAC

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### Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

Please visit [People20.com](https://people20.com)

### Position Overview

Under the direction of the Head of IT APAC and the Senior Business Analyst, the Junior Business Analyst will assist the Business Analysis function and undertake discovery, scope, design, development and implementation of Business/IT solutions that support key business objectives of sustainable growth, efficiency and cost control.

The Junior Business Analyst will act as a liaison between the Company's IT and Application Development group and its internal and external stakeholders, along with assisting Systems and Infrastructure team in delivering business applications and IT systems' support to the business. A core focus of the Junior Business Analyst will be to assist with application support queries.

### Primary Objectives

- Perform maintenance/problem/opportunity analysis through internal and external workshops, interviews, system and data analysis
- Support project teams to implement regional projects for internal stakeholders
- Develop documentation for solutions, including user communication and IT reference documentation composed of workflows and solutions design documents as well as schematic models, mock-ups, functional specifications, data models, process models and user documentation, communications & reference material
- Coordinate & conduct bug/defect triage meetings, coordinate bug fixes and subsequently coordinate UAT acceptance
- Where needed, assist with user education and awareness programs on technology tools and systems through education/awareness/training sessions
- Assist with resolving user issues and provide clarification on system functionality for internal business applications
- Scope changes/improvements to business systems using standard documentation methods/templates and provide recommendations to the Senior Business Analyst
- Maintain highest level of professional conduct
- Represent our brand in line with and the company values, and always present in a professional manner
- Display a consistent desire to help or meet the service needs of both internal and external customers

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### Skill & Qualifications

- Bachelor's degree or higher in Business or Computer Science
- 2+ years' experience as a Business Analyst
- Strong analytical and problem-solving skills; detail orientation and ability to deliver on tasks in a timely manner
- Strong communication skills and professional demeanor; ability to communicate with both technical and non-technical people at all levels of a business organization
- Effective communication and presentation skills in person or using virtual tools
- Professional writing skills

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.