

Business process engineer/analyst

Job details:

AA/EE: Applicable	Contract	Permanent
Location: Johannesburg/Bryanston	Available:	ASAP
Category: PSG Wealth, a division of PSG Konsult Ltd	Offer:	TBD

Position purposes

We are looking for a candidate to enable the continuous improvement, optimization and transformation of PSG Wealth's business through the discovery, analysis, design and implementation of business processes and the management of changes to those processes. The position creates a challenging opportunity for a candidate to develop a process driven environment in a fast growing wealth management business.

Key Responsibilities

- Work closely with stakeholders to define, implement and maintain business processes and procedures to meet business objectives
- Develop and maintain a business processes universe
- Develop and maintain a process documentation management plan including the process document templates
- Document processes and workflows
- Identify and analyse opportunities for improvements to business processes
- Implement process improvements in the business, including the project management thereof
- Identify control issues or risks in the business processes and propose and implement solutions
- Provide business process training
- Documenting business requirements or needs where required

Competencies & Attributes:

- Financial industry knowledge will be advantageous
- Strong analytical skills with an ability to analyse business processes and workflows
- Strong implementation skills
- Strong procedural documentation skills
- Strong business/stakeholder engagement skills
- Presentation skills
- Problem solving
- Highly motivated and driven
- Innovative
- High integrity
- Resilient and results driven
- Ability to adapt to a complex and pressurized environment with multiple priorities and demanding deadlines
- High computer literacy

Minimum Requirements:

- A bachelor of engineering or a business related degree
- Certification in business process management or modelling will be an advantage
- At least 3 years working experience in the financial industry focussed on business analysis or process analysis.
- Working experience in a wealth management company will be advantageous.

Please forward the CV's to: sumaya.kadoo@psg.co.za