



CAREERS AT KM SYSTEMS GROUP

Position Title: **Business Process Analyst**

Position Summary: Individual will apply knowledge of process and performance analysis to assist in facilitating discussions, identifying obstacles, and helping lead teams in solution development and execution. KMSG Analysts work with lead consultants to apply standard methodology to assess current performance, develop gap analyses, design the future state, and create and execute implementation plans.

Location: Washington, DC area

Responsibilities: Individual will assist with creation of Business Cases, Project Charters, Change Management Plans, Risk Mitigation Plans, Stakeholder Analyses, Gap analyses, Implementation Plans. Specific responsibilities will include:

- Assist in recommending and deploying Business Process solutions for under-performing processes
- Provide support in planning and conducting process and performance analysis
- Work with internal analysts, external contractor support, and management to evaluate current data and process improvements
- Collaborate with clients to design new processes or improve existing ones across major sectors of the enterprise
- Assist in the development of program plans, progress reports, presentations, and associated documents
- Complete project deliverables on time at highest level of quality

Education Bachelor's Degree in Business, Engineering, Economics, Finance, or related disciplines

Knowledge and Skills:

- Five years applicable experience, of which a minimum of one year is specialized
- Specialized experience may include: (a) facilitation of business process re-engineering and/or change management activities, (b) conducting interviews and organizing focus groups, (c) providing additional forms of knowledge transfer, (d) facilitation of change management across all phases, including methodology development and evaluation, training, identifying best practices, readiness assessment, change obstacle identification or business management techniques; or (e) gathering business process material and documenting activities.
- Excellent analytical skills
- Six Sigma Green Belt (or similar training) strongly preferred
- Process modeling software experience (e.g., Visio) preferred; knowledge of BPMN a plus
- Ability to work both independently and in a team-oriented, collaborative environment
- Strong communication and interpersonal skills

- Ability to use information technology to solve business problems
- Ability to effectively prioritize and execute tasks
- Federal Government experience and security clearance a plus

Local candidates preferred; no relocation will be offered for this position

**Salary and
Benefits:**

KM Systems Group offers very competitive salaries and incentive compensation through performance bonuses and profit sharing. The company provides a 401(k) match saving plan and medical/dental plans.

**About
KM Systems Group**

KM Systems Group provides a friendly and supportive culture that provides opportunities to interface with clients and develop valuable management and technical skills. We provide an environment to support your career objectives and professional growth while maintaining a balance between your professional life and personal life.

KM Systems Group is a premiere strategy and technology consulting firm offering business performance improvement, earned value management and program management expertise to the private and public sector. We have developed a comprehensive toolset of standardized methodologies, industry best practices and process templates that dramatically accelerates client service delivery and, consequently, the speed to value for our clients. We approach each engagement using a common, proven platform for planning, managing and delivering to ensure our clients benefit not only from the deep experience of our team, but the latest project management disciplines and technology tools. Visit us at www.kmsystemsgroup.com.

Contact:

careers@kmsystemsgroup.com