ALICE®
TRAINING INSTITUTE

Alert
Lockdown
Inform
Counter
Evacuate

Associate Business Analyst

Medina, Ohio – US

Education Level: **Bachelor's Degree or equivalent work experience**

Hours: **Full Time**

Classification: **Non-Exempt**

ALICE Training Institute is looking to add talented and professional individuals to our team. We work with organizations across the United States, providing them with new safety and business opportunities.

Our drive to make a difference and continue to lead the evolution in active shooter response tactics is at the core of what makes our solutions so effective. At the ALICE Training Institute, we're always working to create new stories of improvement. From teachers and healthcare professionals to police and everyday citizens, our active shooter training classes, held across the nation, teach skills that improve your chances of survival anywhere you go in life.

POSITION SUMMARY
The Associate Business Analyst will work alongside other personnel in various departments to help them fully utilize all tools provided by the company, such as software and tech-related components, and assist in using analysis tools to improve productivity.   This is a full-time entry level position and will play a vital role in developing reports, analytics, trends and conclusions that will be utilized to drive and shape future strategy.

ESSENTIAL JOB FUNCTIONS
• Develops reports, dashboards, and processes to continuously monitor data quality and integrity in IT systems.
• Use, maintain and help administer legacy IT system.
• Develops, tests and deploys custom fields/objects, forms, workflows, interfaces, records, triggers, and user roles to meet business requirements in CRM (Salesforce).
• Collaborates with departments to understand needs and incorporate processes, as well as identify changes for the improvement of productivity, integration and decrease costs.
• Develops new/adhoc reports when required.
• Assists in researching, planning, and recommending software choices to satisfy the organization's business requirements.
• Other duties as assigned.

QUALIFICATIONS
• Bachelor's degree in related field, or equivalent work experience.
• Proficient in Microsoft products.
• Proactive, highly motivated, and results oriented.

- Enjoys working with people, understanding their needs, and solving their problems.
- Ability to effectively communicate with both technical and non-technical audiences.
- Strong organization skills, as well as the ability to meet deadlines and follow instructions.
- Professional demeanor and team player.
- Salesforce or CRM experience preferred.

*Candidates must be legally authorized to work in the United States without sponsorship.

How to Apply:

To be considered for this position, please submit your resume, cover letter, and salary requirements via email only to recruitement@alicetraining.com.