



Ethanol Products, LLC
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POET Ethanol Products is looking for an **IT Business Analyst** that will be the primary IT contact for all technological projects and will play a vital role in the planning and execution of information management system initiatives. The primary responsibilities include evaluating existing processes in both the business and IT space and determining how those processes relate to the current business needs. This position will require someone who can take charge of a project and deliver results to the business. Our ideal candidate has the ability to work on multiple projects simultaneously and translate business data into digestible information that improves corporate processes.

Typical Responsibilities include:

- Organize and lead small groups to resolve current systems conversion business problems.
- Evaluate stakeholder business ROI calculations against other potential project requests.
- Work with business customers to understand requirements and develop specifications for projects.
- Identify the sources of requirements and understand stakeholder roles.
- Identify and document all business, technical, product and process needs/requirements.
- Identify key business process owners to assist in process change or development implementation.
- Develop, review and approve plans for completing project deliverables: schedule and coordinate activities of project team.
- Ensure the project plan, scope, work breakdown structure, schedule, risk, budget, and deliverables are in alignment with the project goals and objectives.
- Help to define acceptance criteria for completion of the solution.
- Develop an understanding of how present and future business needs will impact the solution.
- Control scope and client expectations in coordination with IT management.
- Create basic to moderately complex test plans for the pre rollout phase of a project.
- Ensure that the change management processes and procedures are strictly followed.

In addition:

- We are all on the same team. We all help out with responsibilities that may not be specifically listed here.
- This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values.

Candidate requirements are:

- Bachelor's Degree in Business, Technology, or Science.
- Minimum of 3 years of recent progressive analysis/systems experience in mid to large scale computing environments.
- A good understanding of client/server, web architectures and object-oriented technologies and internet applications.
- Working knowledge of system development life cycle methodologies and Windows operating systems.
- Organizational, time management, and communication skills in both written and verbal format as well as the ability to adapt to change.
- Available for off-hour emergency calls and consultations in rare events.
- Though likely minimal, some travel, to include overnights, may be required for this position.
- Specific physical requirements may include:
 - Sitting for approximately 90% of the time while working on a personal computer.
 - Occasionally lifting weights of fifty (50) pounds or less.

Our Work Environment provides:

A relaxed, but professional, non-smoking work environment and a very competitive benefits package. We are proud to be an Equal Opportunity Employer.

How to Apply:

Interested applicants are to complete the online application and submit a resume and cover letter explaining why they seem to be well-suited for the opening.

If you want to learn more about us, please visit us at www.poetep.com