**Business Analyst & Operations Executive**

A Business Analyst & Operations Executive is a highly skilled and experienced professional who combines the expertise of a business analyst with the strategic and tactical acumen of an operations executive. This individual plays a critical role in the organization, responsible for analyzing and improving business processes, managing complex projects, and driving operational excellence.

**Job Overview**

ColouredSpaces Limited is a leading promotional items and corporate gifts company in West Africa. We are looking to hire an experienced Business Analyst & Operations Executive to help keep us growing. If you're dedicated and growth-oriented, ColouredSpaces Limited is an excellent place to grow your career. Don't hesitate to apply.

Key Responsibilities

* Business Analysis:
  + Collaborate with management and colleagues to understand business needs, requirements, and goals.
  + Elicit, document, and analyze business processes and requirements.
  + Develop and maintain business process models and flowcharts.
  + Translate business requirements into technical specifications for software developers where required.
* Operations Management:
  + Develop and implement operational plans and procedures.
  + Oversee and manage daily operations to ensure efficiency and effectiveness.
  + Identify and implement process improvements.
  + Monitor and report on key performance indicators (KPIs) as identified.
* Project Management:
  + Involved in, or solely plan, organize, and execute complex projects.
  + Manage project budgets, timelines, and resources.
  + Communicate regularly with project stakeholders and keep them informed of progress and any potential issues.
  + Ensure the successful delivery of projects on time and within budget.

Qualifications and Skills

* Bachelor's degree in Finance, Mathematics, business administration, Computer Science, Accounting, information systems, or a related field.
* 3+ years of experience in a business analyst or operations management role.
* Strong analytical and problem-solving skills.
* Driving competence and knowledge of Lagos roads.
* Excellent communication and interpersonal skills.
* Ability to work independently and as part of a team.
* Proficiency in Microsoft Office Suite and other relevant software applications.