

*Job Description*

Job Title: Business Process Analyst (Sales)  
Reports to: Vice President, Information Technology  
Job Code: \_\_\_\_\_  
Revision Date: 3/6/2019  
Classification: Exempt  
Full-Time

**Job Summary:**

The IT Sales Analyst is responsible for understanding business challenges, gathering and translating complex business requirements into application software solutions, driving projects, and bringing value to the organization. This role will document requirements, define scope and objectives, and formulate systems to parallel overall business strategies.

**Essential Job Functions/Responsibilities:**

- 1) Understands and supports organizational goals/priorities and contributes to strategic decisions.
- 2) Identifies and translates business functional and non-function objectives into formal business requirement documents, functional requirement documents, process flow diagrams etc.
- 3) Identifies, distinguishes, and analyzes multiple components of a problem and then makes conclusions.
- 4) Evaluates business requests to assess suitability and feasibility.
- 5) Researches and identifies solution options
- 6) Acts as Project Manager for sales process projects. End-to-end stewardship of projects or design solutions into the businesses.
- 7) Manages projects, driving to completion while ensuring thorough documentation throughout the process.
- 8) Guides teams in identifying and assessing risks and cost-benefit analysis for recommendation options.
- 9) Formulates and defines systems and objectives through research and an understanding of applicable business systems.
- 10) Leads and facilitates solution activities through design thinking processes including brainstorming sessions, focus groups, interviews, observations, workshops, etc.
- 11) Creates IT solutions, justification of the solution, and presents/communicates the solution to support preparation of business case for funding.
- 12) Recognizes and capitalizes on improvement opportunities for cost-effective alignment and organizational effectiveness.
- 13) Acts as a liaison between business partners, vendors and implementation partners, and other IT team members to ensure services deliver value to the organization.
- 14) Engages third-party technology solution vendors and leading the RFP process for vendor selection.

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- 15) Identifies business/industry trends in technology to help determine the direction of sales enhancements.
- 16) Develops detailed specifications that will be used by Program Development Team to enhance sales processes.
- 17) Uses quantitative skills to drive projects and bring value to Brenntag.
- 18) Reviews completed projects and develops higher standards for future projects.
- 19) Ensures compliance with all company policies and all regulatory agencies, including but not limited to: Brenntag Code of Business Conduct & Ethics, Antitrust Compliance Policy, Confidentiality Agreement, DOL, EEOC etc.
- 20) Supports the vision and mission of the company.

### **Other Functions/Responsibilities:**

- 1) Other duties as assigned

### **Additional Required Skills/Abilities:**

- Highly motivated with leadership abilities, capable of developing requirements and keeping teams and projects on track and within budget and scope.
- Proven ability to evaluate alternative solutions (internal developed software or out-of-the-box commercial software packages).
- Ability to work with a variety of people across the organization
- Strong quantitative skills such as statistics and data analysis
- Process mapping
- Strong project management skills
- Ability to manage multiple projects and/or priorities
- Documentation skills
- Requirements gathering
- Must be open minded and comfortable with various technologies
- Regular and predictable attendance
- Schedule/Hours per Week: 40+ hours per week

### **Education:**

- Bachelor's degree in business preferred
- PMP highly desirable

### **Experience:**

- Minimum of 10 years of experience in IT and business process design with a focus on commercial processes (price management, CSR processes, order entry, quotation, CRM, etc.).
- Project management experiences required

**Physical/Mental Job Requirements/Essential Functions:**

**Language Skills** (Check all that apply)

Ability to:

- Read, write, and comprehend instructions, correspondence, memos, basic reports, procedure manuals, and scientific and technical journals.
- Read, analyze, and interpret financial reports, legal documents, and/or other complex documents.
- Respond to common inquiries or complaints from customers, regulatory agencies, and/or members of the business community.
  
- Effectively present information and respond to questions from peers, customers, managers, and/or other employees.
- Speak, read, write, communicate in \_\_\_\_\_ (insert language).

**Reasoning Ability** (Check all that apply)

Ability to:

- Solve practical problems.
- Solve complex problems.
- Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume.
- Interpret a variety of basic oral and written instructions.
- Interpret a variety of complex oral and written instructions.
- Define problems, collect data, establish facts, and draw valid conclusions.

**Computer Skills** (Check all that apply)

To perform this job successfully, an individual should have knowledge of:

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- Database software
- Internet
- Spreadsheet software
- Word Processing software

**Certificates, Licenses, Registrations (Check all that apply)**

- CPA
- Valid driver's license with clean driving record
- PHR/SPHR
- Other (Please specify.) \_\_\_\_\_

**Physical Demands (Check all that apply and specify the amount of time)**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to:

- Sit 50% of the day.
- Type 75% of the day.
- Use computer programs 75% of the day.
- Use the telephone 50% of the day.

The employee is regularly required to:

- Stand 50% of the day.
- Walk 50% of the day.
- Drive up to 20% of the day.

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- Lift/push/pull up to 30lbs.
- Reach with hands and arms 25% of the day.

On a regular basis, this position requires that an individual be able to:

- Hear soft, moderate, and loud noises.
- Speak.
- Work in an environment where temperatures can be very hot during the summer months and very cold during the winter months.

Specific vision abilities required by this job include:

- Ability to see Computer Screen
- Close vision.

Equipment Use and Frequency Rarely (0-15%) Occasionally (16-45%) Frequently (46-100%)

### ***Acknowledgement:***

I, \_\_\_\_\_, agree that I have received a copy of this job description, that I have reviewed and understand the job description in its entirety, and state that I can perform these assigned duties and can perform the essential functions of this job with or without reasonable accommodations. Should I require a reasonable accommodation under the ADA, as amended, I understand that I should request it from my manager and/or Human Resources.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***BRENNTAG IS AN EQUAL OPPORTUNITY EMPLOYER***

***Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, protected veteran status, disability, or any other characteristic protected by law.***

**\* This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.**

**\*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.**