



Position: Business Analyst

Department: Product Management

Reporting to: Vice President

Location: Corporate Headquarters – Houston TX

ARGUS Software provides software and services that enable its customers to better manage the financial and operational performance of their real estate portfolios. Thousands of the industry's leading owners, managers, financial institutions and REITs trust ARGUS Software solutions to improve the visibility and flow of information throughout their critical business processes.

We currently have an opportunity for a business analyst to work on an exciting and highly visible new project.

Job Responsibilities

- Elicit and capture software development requirements using the following techniques:
 - Using interviews
 - Document analysis
 - Requirements workshops
 - Surveys
 - Business process descriptions
 - Use cases
 - Workflow analysis.
- Regularly meet with clients, prospects and other subject matter experts in understanding market needs and conditions.
- Critically evaluate information gathered from multiple sources, decomposing into detailed information to create an affinity mapping of specific features and functionality
- Document business processes and requirements using the following artifacts:
 - Roadmaps
 - Functional specifications
 - Use cases
 - Storyboards
- Produce or edit detailed technical documentation to include the following:
 - Software Release Notes
 - Online help
- Consistently liaison between product management and development ensuring application development according to functional specifications and customer needs throughout the SDLC and transition periods.
- Build and collaborate with existing and new partners in developing synergies that mutually beneficial to us and our clients.
- Interact professionally with a diverse group, executives, managers, and subject matter experts with excellent verbal and written communication.

Knowledge / Skills Required

- A quick learner. This person will be expected to draw upon their experience and immediately plug into projects at any state.
- Analytical skills in being able to break down complex business topics into a consumable form for both software developers and business analysts.
- Expert organizational skills to work with a vast array of information and present in an organized manner at any time.
- Expert listener and requirements gatherer.
- Expert verbal, written and presentation skills.
- Ability to thrive in a multifaceted environment and work on multiple tasks simultaneously.
- Ability to listen, facilitate and execute.

How to Apply

Send a cover letter specifying positions of interest for which you are applying along with your resume to: sbezner@argussoftware.com