**Process Analyst – Cairo Office, Egypt**

1. Purpose of the Job

The Process Analyst position exists to identify gaps and areas of improvements in the organizational processes, and assist with developing strategies to improve. This involves collaboration and discussions with key organizational stakeholders to determine organization’s goals, gathering and analyzing data, process mapping and documenting, and creating reports based around recommendations.

1. Essential Functions and Responsibilities
2. Identify and plan processes to evaluate, gather data and identify gaps with stakeholders; and collaborate with owner department and management to propose improvements. Through analytical thinking and created Reports, examine business processes and workflow to find out how they may be improved.
3. Staying up to date on the latest best practices and technological developments in business, assist with automation and streamlining processes and help toward more efficient businesses performance.
4. Able to walk the process and identify areas of improvement as well as best practices.
5. Gather information through process mapping, flow-charting, and workshops. Observe to ascertain needed resources for effective processes; equipment, methods, tools, and personnel.
6. Collaborate with employees, and carry out workshops to help document valuable information and determine the business goals of departments and teams.
7. Monitor KPIs, process capabilities and ongoing; ensuring effectiveness of implemented processes.
8. Apply knowledge of business process modelling, and present data gathered to the Operations Manager for further discussion and opportunities to outline how processes and performances can be improved.
9. Perform other related tasks and functions as directed.
10. Supervisory Responsibilities

No Supervisory responsibility

1. Minimum Requirements: Knowledge, Education, Experience and Skills
2. Bachelor degree in business, accounting, economics, or a related field; and a 5 years minimum experience in business, finance, operation or similar field with some exposure to process analysis/work.
3. Strong (and proven) analytical skills.
4. Demonstrated people skills, effective communication emotional intelligence and other soft-skills.
5. Ability to work with various levels and ranks of management and employees; and effective interactions with all personality types. Problem solving abilities a must.
6. Aptitude for numbers
7. Flexibility, ability to work well under pressure, work well independently, and in a team.
8. Fiscal Responsibilities (budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions)

No fiscal responsibility, but must be fiscally savvy

1. Extent of Public Contact (within and outside the organization)

Daily contact with Egypt Office and Field Employees, including all management levels.

1. Physical Demands (walking, lifting, carrying, etc.)

Typical office environment limited to walking, sitting, typing, using the telephone and office equipment, and occasional lifting of boxes and luggage.

1. Working Conditions and Environment (i.e., necessary travel, unusual work hours, etc.)

* Will be required to work extra/off-duty hours,
* Occasional travel as necessary.