

<b>Organization:</b>	Knowledge Crystals
<b>Position:</b>	Process Experts and Business Analysts
<b>Location:</b>	Hyderabad
<b>Experience:</b>	0 – 5 years in process engineering / process consulting
<b>Job purpose:</b>	As a process analyst, you understand the vision of various businesses and capture the process requirements as per the organization's standards and policies.
<b>Main Accountabilities:</b>	<ol style="list-style-type: none"> <li>a. Partner with CXO-level individuals, subject matter experts, project teams and functional/non-functional teams to develop processes</li> <li>b. Contribute as a process specialist with respect to process modelling <ol style="list-style-type: none"> <li>I. Collaborates with business owners and understands the vision.</li> <li>II. Documents the process workflows as per organization's standards and policies.</li> <li>III. Work on implementation plans using appropriate methodologies and tools</li> <li>IV. Identify and escalate areas for risk, concern, change and issue management</li> <li>V. Develop high-detailed value stream maps</li> <li>VI. Work with business leadership in implementation of the designed value stream maps</li> <li>VII. Document the As-Is and To-Be view of the Organisation</li> </ol> </li> <li>c. Contribute to continuous process improvement using various improvement methodologies, including company's proprietary methodology <ol style="list-style-type: none"> <li>I. Align process improvement with company's strategic objectives</li> <li>II. Apply Lean Six Sigma approach and methods to analyse root cause issues / pain points / gaps</li> <li>III. Identify a creative solution to the problem</li> <li>IV. Prepare detailed business case for suggested improvement along with a cost - benefit analysis</li> </ol> </li> <li>d. Work with Audit team during process audits</li> <li>e. Ensure high quality of processes by employing various process quality assurance techniques</li> <li>f. Stays updated with latest trends in the process management</li> </ol>
<b>Knowledge &amp; Skills:</b>	<p>Required Qualification: MBA (any)</p> <p>Required Skills:</p> <ul style="list-style-type: none"> <li>• High knowledgeable and proficient in tools and standards like: <ul style="list-style-type: none"> <li>○ Process framework</li> <li>○ LEAN / Six Sigma (Preferred)</li> <li>○ ISO framework (Preferred)</li> </ul> </li> <li>• Proven capability of handling process quality assurance function and demonstrated experience of ensuring that members of a team adhere to established standards and processes</li> <li>• High client orientation, strong communication and analytical skills</li> <li>• Candidate with knowledge in handling various process modelling tools like VISIO, Bizagi etc., and highly proficient in using process modelling notations will be preferred</li> <li>• Exceptional organizational, oral presentation, interpersonal and written communication skills</li> <li>• Self-motivated, independent, problem solver and creative thinker</li> <li>• Team player and ability to work in occupationally and educationally varied teams</li> <li>• Experience of working in a supervisory role is a plus</li> <li>• Experience of working for healthcare client and IT clients will provide an advantage</li> </ul>
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