



Sr. Business Analyst / Project Lead

Division:	Operations	Reports To:	Director of Operations
Location:	Winooski, VT	Position Type:	Full-Time
FLSA Status:	Exempt	Travel Required:	Moderate

Position Summary

As an integral leader within our team, you will play a pivotal role in shaping the architecture and driving the development of impactful projects for a diverse and expanding client base. Your expertise and vision will be central to creating innovative, world-class solutions that exceed client expectations. Collaborating within a dynamic team environment, you will inspire and guide team members while fostering creativity and excellence in every project you undertake.

Role & Responsibilities

- Gathers business information and software requirements using the standard Aerie approach
- Analyzes requirements to create workflow charts, diagrams, and lists to clarify technical design objectives for each project
- Improves client systems by studying current practices and designing modifications.
- Defines project requirements by identifying project milestones, phases, and elements
- Monitors project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.
- Maintains system protocols by writing and updating procedures.
- Provides references for users by writing and maintaining user documentation; providing help desk support; training users.
- Provide technical training for developers, administrators, and end-users
- Recommend new approaches to better service customers
- Track weekly an accounting of time spent on billable and non-billable projects
- Track weekly an accounting of time planned on billable and non-billable projects
- Provide written weekly status updates for each project worked on
- Create blog posts once quarterly on business related application development

Qualifications & Education

- Bachelor's Degree in Business Administration or related field (MBA preferred)
- 5+ years' experience as a Business Analyst M365 + Power Platform + Dynamics 365
- 5+ years' experience working with Microsoft Office 365 + Power Platform + D365



- Microsoft and/or industry standard certifications.
- Microsoft Certified: Power Platform Solution Functional Consultant

Preferred Skills

- Strong verbal and written communication skills
- Ability to work independently without supervision
- Excellent analytical and problem-solving skills and abilities

Compensation

- \$85k - \$135k (Depending on previous experience)
- Full Health & Dental Benefits
- Simple IRA Retirement w/Company Match
- Quarterly & Yearly Bonus.

Diversity, Equity, and Inclusion

At Aerie, we are committed to fostering diversity and inclusion in our workforce. We encourage individuals from all backgrounds, including people of color, minorities, and members of the LGBTQ+ community, to apply. We strive to create a workplace where all team members can excel and bring their authentic selves to work every day.

Application Process

If you're ready to contribute your expertise and passion to our growing team, please send your **resume** and **cover letter** to careers@aerieconsulting.com. Be sure to highlight your unique qualifications, what sets you apart as a candidate, and include your salary expectations. We look forward to reviewing your application!