

AD FOR AN BUSINESS AND TECHNICAL ANALYST

EMVO (European Medicines Verification Organisation A.S.B.L) is currently recruiting a Business & Technical Analyst .

Job Description

The Business and Technical Analyst ensures that

- The (changes to) system requirements are captured and documented
- The supplier development team understands the requirements to be developed
- The supplier chooses the preferred technical solution
- The user acceptance test are documented and executed
- The user acceptance test results are documented and reported
- The traceability of the system documentation is guaranteed
- The backlog and roadmap of the system are documented
- Technical information and responses to questions are provided.
- The tickets are followed up to a closure
- The standard operating procedures and work instructions are documented
- The documentation complies to rules and regulations.

Duties and responsibilities

- Performs requirements, data and functional analysis in close collaboration with his/her internal customer.
- Writes change requests.
- Explains the system requirements to the supplier development team.
- Thinks with the supplier on the technical options and choices.
- Understands the technicalities of the system provided by the supplier.
- Writes user acceptance test cases, performs acceptance tests, documents test results and prepares the test report.
- Documents the Product Backlog and System Roadmap.
- Supports the on-boarding of the partners and national organizations.
- Analyses the tickets that are assigned to him/her and follows them up to a closure.
- Communicates on the status of the tickets.
- Writes Standard Operating Procedures and Work Instructions
- Reports to the Operations Manager

Job requirements:

- You have a Bachelor or Master degree or proven relevant experience.
- You have a minimum experience of 2 years relevant to the described job and qualifications.
- You have experience in developing System Documentation: URS, data modelling, functional analysis, test sets, test cases, test scripts, test reports and have already executed or supported UAT testing.
- You have a technical (IT/development) background and/or experience.
- You have worked in or are knowledgeable about software development in a validated environment (software validation).
- You have experience in developing procedures and work instructions.
- Having worked in the pharmaceutical sector is an asset.
- Knowledge about Serialization, CRM systems, ticketing processes and systems is an asset.
- You are able to work according to QA driven practices.
- You are a good listener and able to analyze the input received.
- Fluency in English, ability in other European languages is an asset

Our offer:

- A challenging career in a multilingual environment.
- An attractive salary supplemented by a number of fringe benefits.
- Our offices are located in the center of Brussels, easily accessible by public transport.

If you are interested in this position, please send a cover letter and a CV to Marisa Jimenez Sanchez @ marisa.jimenez@emvo-medicines.eu.