



We, CEPROCS™ Group, are a Central European Procurement Consulting Service Company. Focused on procurement services, we are a fully integrated Business Process Outsourcer. Our employees are our largest and most important asset. We value great ideas, which gives us a strategic advantage and further opportunities. We aim at creating a safe, familiar environment with a 100% support on work-life balance.

## **Business Process and Reporting Analyst**

### **What we are looking for in a candidate:**

- You have previous working experience as a Business Process Analyst for at least 3 years.
- High level of competence with MS Office Excel, Word, PowerPoint, Power BI.
- Strong skills in Process Mapping and Business Process Reengineering
- Strong analytical skills with a demonstrated ability to extensively analyse business processes and workflows
- Experience developing instructional and procedural documentation and presentations
- You have experience in business process improvement activities
- You are a critical thinker, with great analytical skills and a creative problem solver.
- You have excellent organizational and time management skills.
- You work in a structured way and you have a data-driven approach.
- You have advanced English language skills.

### **What will your job be about?**

Our Business Process Improvement team supports our internal projects, processes and procedures. This includes, but is not limited to: Purchasing, Data Classification, IT, HR, Finance and Sales.

As a member of our team, you will collaborate with colleagues to develop requirements, evaluate and recommend solutions.

Your role is a mixture of functional, creative and analytical expertise focused on:

Let's jointly design the future! Send your application in English: [hr@ceprocs.com](mailto:hr@ceprocs.com) CEPROCS™ SRL  
Centrul de Afaceri Sibiu, Nicolaus Olahus Street no.5, 4<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Floors



# ceprocs<sup>TM</sup>

the system of success



- ✓ Process mapping and business process reengineering: analyze business processes and workflows with the objective of finding out how they can be improved or automated.
  - ✓ Process Improvement: Look at the "big picture", end-to-end processes to ensure strategic alignment, research and analyze best practices, collaborate with functional groups to complete internal analysis.
  - ✓ Documentation: data collection, interpretation of the analysis reports, process maps, procedures and business requirements documents, procedure documentation and work instructions. document any information elicited using.
  - ✓ Project Management: Drive internal projects to deliver targeted efficiencies, support transformation processes programs.
  - ✓ Pipeline Management: Weekly updates of activity, preparing KPIs and budgeting reports, statistical data research.
  - ✓ Creativity: Understand current landscape in the customer world to design user friendly, intuitive solutions
  - ✓ Customer Service/Internal Sales support: analyze new customers' business processes and workflows and provide innovative solutions or alternative processes. Assist the Sales Team in the collection of information for requests/RFPs/RFIs.
  - ✓ Reporting: create new reports and update according to the business requirement the existing reports, ensuring data is of high quality and accuracy, produced on time.
- Design business analysis and data recording systems for use throughout the department
  - Maintain databases and perform updates as necessary to ensure accuracy
  - Regularly examine data reports to locate and resolve mistakes throughout
  - Accurately analyze and collect data for various types of business reports
  - Create business reports that provide insight into key data points
  - Communicate the results of data analysis in written and verbal form to managers
  - Support various departments, including marketing and sales, in reaching their goals through analysis
  - Monitor data to identify changes in financial and business trends

## What do we offer?

- A long-term career within dynamic and constantly growing multinational environment;
- A fresh and enthusiastic team taking on individual responsibilities;
- Flexible working hours;
- Learning opportunities, adapted to your needs and supporting your growth;
- An attractive salary package: performance-based bonus, sports activities, meal tickets, health insurance;
- Various workshops, events and team-buildings.

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