



Position Title: Business Analyst **Status:** Full time, Exempt
Reports to: Vice President, Market Operations Center **Date:** May, 2022

Job Summary: Reporting to the Vice President of Market Operations, the Business Analyst is responsible for the support of Market Operations in refining business processes and developing solutions to identified areas of improvement.

Position Duties:

- Perform routine and non-routine tasks in support of the BOX Options Market LLC (BOX Market) in accordance with the BOX Market Operations Center policies and procedures.
- Actively participate in software development life cycle (SDLC).
- Interact with multiple teams and disciplines to evaluate business processes.
- Provide functional support and testing of new releases.
- Provide timely resolution of trading, technical and user specific issues.
- Assist with definition of business requirements for system enhancements.
- Continuous process evaluation and improvement.
- Maintain knowledge of industry trends and determine impact on trade support and BOX Market model.
- Manage project steering and review of quality assurance (QA) master test plans.
- Assist with monthly technology service level review (SLR).
- Assist with client onboarding and testing.

Education:

- Bachelor's degree in business or related field.

Experience:

- 3-5 years experience as a Business Analyst in a tech or fin-tech setting.

Job Knowledge and Skills:

- Motivated individual with ability to work independently and inter-dependently, as a team member and across departments.
- Possess a high level of accuracy and attention to detail and can handle multiple projects in a timely manner.
- Ability to troubleshoot technical and functional issues based on exchange rules and system design.
- Proficient computer skills with MS Office Suite including Visual Basic.
- Familiarity with ECN's, trading platforms, Bloomberg, Livevol or other market data vendor or electronic trading OMS tools.
- Python or similar experience preferred, but not required.