

BUSINESS OPERATIONS ANALYST | Analytics

Essential Functions:

- Research, analyze and make recommendations regarding business and product opportunities across client segments and geographies
- Collaborate with internal stakeholders and project manage/drive execution of new initiatives
- Perform ongoing analysis and diligence to formulate business plan, design products (returns, risk, cash flows, liquidity, structure, tax, operations), and assess financial impact to the firm
- Support operational implementation of new product and other strategic initiatives across the company
- Research real estate competitive landscape including strategies and product structures
- Works with business partners to create documentation of business processes, training procedures, and standard operating procedures
- Responsible for planning, conducting analysis, and creating requirements for changes to residential mortgage lending's loan origination documents and supporting loan system
- Business and regulatory requirements and changes; ensure design and integration of system solutions meet all business and regulatory requirements
- Facilitates requirement gathering sessions, design efforts and works with business to ensure all requirements are satisfied
- Combines research and recommendations with requirements for systems or process changes
- Consults with users and vendors to develop a detailed analysis of user requirements (business workflow and reporting requirements) ensuring no negative downstream impacts
- Work effectively with all areas of the business to identify required dashboard visualizations and associated calculations to build dashboards
- Perform other related duties or ad-hoc analyses and work on special projects as needed
- Implementation of the following: Mortgage securities model, Real Estate Cash Flow forecast, Market data (web) integration, Pro-Forma 5-year forecasting, New Product Development feasibility models and Commissions management data/calculations implementation and forecast
- Project Management duties including creating long and short term projects, setting targets for milestones and adhering to deadlines.

Competencies/Skills:

- Database\Query\Analysis skills - MS Access, MS SQL Server and Python and/or Equivalent Cloud Database
- Demonstrated responsibility in the creation and execution of business process to achieve management goals
- Distinguish surface-level requests from underlying business needs. Evaluate information received, deconstruct high-level information into functional details, and translate low-level information into business requirements

- Strong attention to detail with the ability to stay organized and problem solve in a fast-paced environment
- Ability to articulate issues, problem solve and analyze with creative and outside of the box thinking
- Strong communication skills (written and verbal) with internal and external partners; ability to convey findings in a concise and comprehensive manner
- Effective organization and time management skills
- Capability to build trusting relationships internally and externally and elicit confidence by demonstrating reliability
- Strong team player with the ability to work effectively in a cooperative and diverse environment
- Capacity to analyze processes, support change and think operationally and strategically to achieve business goals
- Expert use of Microsoft Office Suite

Education and Experience:

- Implementation of the following: Asset level (loan level or other) attributes and event history. Report generation from Database to produce Trends, Event Alerts, Stratification of attributes (e.g. Tableau)
- Statistical Analysis (Mean and Variance and Root Cause)
- Creation of user interface and/or data imports for data capture
- Bachelor's Degree in a technical discipline, Business, Finance, Economics, or Statistics is preferred
- Minimum 3 years of experience within Real Estate and Lending
- Experience in the financial services and/or real estate industries is preferred

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Activities, duties and responsibilities may change at any time with or without notice.