



Job Description: Business Systems Analyst
Status: Full Time
Location: Amsterdam, The Netherlands

About Spotzer Media Group

Spotzer is the first global advertising agency dedicated to making high quality video advertising fast, affordable and highly targeted. www.spotzer.com.

We offer a remarkably affordable online library of creative, ready-to-air commercials produced by industry-leading professionals from around the world.

We also help our clients plan and buy video spots across multiple advertising media, including television, the web, and out of home TV (location specific, narrowcast networks). We use the latest technologies for targeting advertising to limited geographic areas and well defined demographic audiences. This helps our clients better target their customers and brings efficiency and cost-effectiveness to their video advertising.

By following our 3-step process, our clients can:

1. Purchase rights to use one of our pre-produced commercials with a degree of exclusivity that matches their specific needs and budget.
2. Personalize a selected commercial with a their logo, pictures, slogans and contact information.
3. Develop highly targeted media plans based on their specific objectives, audience and budget.

Spotzer levels the playing field by giving businesses more affordable marketing weapons to quickly respond to competitors and the changing needs of their customers. And we back up our process with robust account management and customer service teams to help ensure the success of our client's media campaign.

Position overview:

The **Business Systems Analyst** will assist in the management of the Company's technology projects. The successful candidate will manage multiple vendors delivering various types of applications and systems. The Business Systems Analyst will act as a single point of contact for the project to ensure that the projects are delivered on time and within budgetary constraints.

This is junior level position for candidates on a project management career path.

Spotzer has an international working environment and we value international work experience and language skills.

Responsibilities include:

General responsibilities of this position include, but are not limited to:

- Develops project plans. Helps define goals, project strategy, staffing levels, schedule, Identifies and manages project risks and develops contingency plans.
- Formulates and defines technical scope and objectives of project.

- Identifies, manages, and schedules project deliverables, milestones, and required tasks.
- Coordinates recruitment or assignment of project personnel. Assigns duties and responsibilities.
- Tracks and reports on project progresses ensuring project is on schedule and within budget.
- Establishes standards and procedures for project reporting and documentation.
- Coordinates and responds to requests for changes from original specifications. Tracks and monitors variations from original scope. Manages costs associated with changes.
- Develops and documents business processes.
- Develops user documentation including training materials.
- Develops user testing scripts.
- Coordinates all technical and user groups to ensure the highest level of customer satisfaction.
- Performs other related duties as assigned.

Experience required:

The ideal candidate is someone with the following profile:

Qualifications and Experience

- One to two years project management/business systems analysis experience in a high technology or internet-based software development environment.
- Prior experience managing software projects using a structured SDLC process.
- Complete understanding of project management tools, procedures and overall product life cycle, emphasis on project management skills.

Education and Skills

- University level degree.
- PMP preferred.
- Project management and customer support skills required.
- Good organizational and communication skills required.
- Prior international working experience preferred.
- Highly motivated/focused personality.
- Proficient in managing projects.
- Ability to assess problems and solve them with a strong sense of urgency.
- Has a good technical understanding of the system he/she represents and how it impacts the business units.
- Must be able to handle aggressive deadlines and juggle multiple responsibilities.
- Analytical and creative thinker.
- Client-oriented (internal and external).
- Able to interface with and make presentations to end users, managers, and technology team members.
- Good spoken and written English language skills are essential.

Spotzer Media Group is an equal opportunity employer and offers competitive compensation and benefits.

If you are interested in joining a winning team and believe you could make a difference to our business please e-mail your resume and a short letter of introduction for confidential consideration to jobs@spotzer.com.