

Junior Business Analyst

We're looking for a Junior Business Analyst to help us improve how the business runs. You'll work alongside business stakeholders, project managers, developers, and department leaders to document how work gets done today, find opportunities to do it better, and help put new tools and processes in place. It's a role for someone who is curious about both business operations and technology, and who wants hands-on experience with process analysis, reporting, automation, AI-enabled tools, and system implementations.

What You'll Do

- Gather and document business requirements through stakeholder interviews, workshops, and process observation.
- Analyze existing business processes and identify opportunities to improve efficiency, consistency, and quality.
- Help identify practical uses for AI and automation within existing workflows, and support thoughtful adoption alongside business and IT stakeholders.
- Build and maintain reports, dashboards, and data summaries that support KPI tracking and operational decision-making.
- Analyze business data to surface trends, bottlenecks, and improvement opportunities.
- Assist with administration and maintenance of business systems and software platforms.
- Build and maintain lightweight solutions using basic coding, scripting, or low-code tools to support automation and data handling.
- Participate in software implementation, integration, and enhancement projects, including user acceptance testing.
- Support the development, rollout, and ongoing administration of a major business system overhaul, from requirements and configuration through testing and post-launch support.
- Troubleshoot system issues and coordinate resolutions with internal teams and vendors.
- Support product and project costing reports by validating cost inputs, reconciling data across source systems, and helping surface cost variances and trends.
- Create user guides, training materials, and process documentation, and help train users on new systems and processes.

What We're Looking For

Requirements:

- Bachelor's degree in Business, Information Systems, Computer Science, Data Analytics, Accounting or a related field — or equivalent experience.
- Strong analytical and problem-solving skills, with sharp attention to detail and a commitment to accuracy.
- Excellent written and verbal communication skills.
- Ability to organize and manage multiple priorities at once.
- Curiosity about how a business works and genuine interest in applying technology to real operational problems.

Preferred:

- Experience with business process mapping or workflow documentation.
- Exposure to Power BI, Microsoft Power Platform, or other reporting and business intelligence tools.
- Familiarity with low-code and no-code platforms, or basic programming and scripting.
- Familiarity with AI tools and an interest in applying emerging technology to business problems.
- Experience with ERP, CRM, project management, or other business systems.
- Exposure to cost accounting concepts or costing and financial reporting.
- Basic understanding of software development or system implementation projects.

The details:

For 90 years Schumacher Elevator has been a well-known and respected family owned and operated company that designs, manufactures, installs and services custom passenger and freight elevators.

Position is full-time, first shift. We offer a competitive wage and benefits package that includes medical, dental, life and disability insurance, 401(k) match, PTO, paid holidays and bonus eligible. Post-offer background check and drug screen required.

We are an Equal Opportunity and Affirmative Action Employer.

Ways to Apply:

Apply directly online at www.schumacherelevator.com/careers by uploading your resume and application.

Send resume to Director of Human Resources, PO Box 393, Denver, IA 50622

Email resume to Employment@SchumacherElevator.com.

