**About ASTA CRS**

ASTA Corporate Resource Solutions Inc is one of the Fastest Growing IT Companies in Northern America and the DC Metro Area with its headquarters in Ashburn, Virginia. ASTA CRS is an Information Technology Provider delivering superior quality software development, consulting and staffing solutions to our client partners. ASTA CRS services are uniquely positioned to support clients in achieving profound efficiencies and relentlessly delivering results. ASTA CRS is a long-time and trusted resource for its clients and partners. We are inviting applications for multiple positions with our clients.

**Business Analyst / Data Analyst:**

**Job summary:**

The Business Analyst’s role is to **plan, design, develop, and support efficient business**, financial, and operations systems in support of core organizational functions and **business** processes. This includes gathering and analyzing data in support of **business** cases, proposed projects, and systems requirements. The **Business Analyst** is also responsible communicating his/her findings, complete with probable causes and possible solutions to systems issues.

**Responsibilities of BA :**

* Meet with decision makers and end users to define business, financial, and operations requirements and systems goals, and identify and resolve systems issues.
* Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems
* Collaborate in the planning, design, development, and deployment of new applications, and enhancements to existing applications
* Coordinate and perform in-depth tests, including end-user reviews, for all systems and processes, and other post-implementation support.
* Provide orientation and training to end users for all systems and processes

The Data Analyst conducts studies, gathers and analyzes data from various databases and sources, develops reports, summaries, recommendations, and visual representations, performs statistical programming, develops and/or maintains databases and provides consultation and technical assistance to a wide variety of clients; advises and assists clients in determining the appropriate analytical methodology to meet their needs and objectives, uses various statistical packages, summarizes and interprets statistical results and designs and implements process improvements. Duties are performed at various levels within the defined title.

**Business Systems Analyst :**

Business systems analysts study the overall business and information needs of an organisation in order to develop solutions to business and related technology problems. A business systems analyst's role is usually undertaken prior to the system design, building and programming stages of the systems development process.

**Responsibilities of BSA :**

* work closely with clients to identify business needs and the costs and benefits of implementing a computing solution
* construct information technology (IT) definitions based on identified needs of the organisation
* work with other IT experts to address networking and hardware needs
* look at finance and budgetary matters
* devise and document a general system design based on the client's anticipated requirements
* negotiate options with the client.
* A business systems analyst's role will vary with the size and complexity of the organisation. Some smaller organisations may combine various types of analyst, designer and programmer roles into one, while larger organisations may employ teams of specialists.

Job Requirements:

* interested in computing and information and communications technology (ICT)
* able to grasp concepts and think creatively
* good interpersonal and communication skills
* team leadership capabilities
* able to make informed decisions on a wide range of complex business and technical issues
* able to work independently.

**Business Process Analyst:**

**Job Summary :** The Business Process Analyst is more of a specialization of the “business analyst” role. This is the professional who is commonly associated with the recent buzz around Business Process Management as well as SOA (Service Oriented Architecture) combined with workflow/business process modeling systems.   
  
While this role is still maturing, the business process analyst is a modeler of business processes. This is the guy or gal who uses the process/workflow software to create process models which can be simulated, analyzed, and even executed directly by the business. The business process analysts help the business executives in decision making by modeling/simulating “what-if” scenarios.

**Key responsibilities may include:**

* Work closely with clients and the business to identify and analyse core business processes and workflows
* Facilitating workshops with SME's
* Documentation of process and work flows
* Development of clear and detailed process maps and business requirements
* Identifying issues and risks

Required Skills and Experience:

* At least 3-5 years experience as a Business Analyst, on large and complex projects
* Strong skills in Process Mapping and Business Process Reengineering
* Strong analytical skills with a demonstrated ability to extensively analyse business processes and workflows
* Experience facilitating workshops and focus groups
* Strong business/client engagement skills
* Experience developing business requirements
* Experience developing instructional and procedural documentation and presentations
* High level of competence with MS Office and MS Visio
* The successful candidate would have high level communication skills and be able to produce documentation to a high standard. You should display a high attention to detail and be able to establish effective working relationships with clients and business representatives.

**Data Analyst :**

**Job Summary :** The Data Analyst conducts studies, gathers and analyzes data from various databases and sources, reports, summaries, recommendations, and visual representations, performs statistical programming, maintains databases and provides consultation and technical assistance to a wide variety of clients; advises and assists clients in determining the appropriate analytical methodology to meet their needs and objectives, uses various statistical packages, summarizes and interprets statistical results and designs and implements process improvements. Duties are performed at various levels within the defined title.

**Key responsibilities may include:**

* Collect, Compile and Analyze data from various databases and perform statistical analyses
* Meet with Clients to determine their information and research needs
* Analyze clients requests and provide guidance and technical assistance on obtaining accurate information from the data warehouse
* Data mapping and creation of logical data flow for data transformation from source to target
* Performed gap analysis of conversion between the dress rehearsal at staging and the production environment
* Create Data Dictionary for easy understanding about the data field, its functionality, origin and attributes
* Analyzing data to support various projects/programs/functions within the team
* Document any new reports being produced
* Using data to maintain project status dashboard
* Work on analysis of any bugs /issues reported for our IT systems
* Ability to document the process discussions in the preset template with clear work instructions
* Track and create release calendar for process/metric project implementation
* Provide data expertise to core teams as well as cross functional teams
* Ensure projects are completed on time
* Participates in project planning and scheduling
* Assist in maintaining data which represent the project achievements aside to analytics which will help in strategizing the outreach program

**Quality Assurance Analyst/Tester/Test Engineer :**

**Job summary:**

The Quality Assurance Analyst's role is to develop and establish quality assurance standards and measures for the information technology services within the organization. This individual will also gather and analyze data in support of business cases, proposed projects, and systems requirements.

**Responsibilities of a QA include:**

* Design and execute test cases using test plans and functional specifications.
* Participate in all phases of the test cycle, including Integration/System Testing, Performance Testing, Regression Testing, User Acceptance Testing, etc.
* Provides leadership to develop test plans from design and requirements documents, consolidates scenarios, test cases and other input contributed by other team members.
* Participate in software requirement, specification, and design reviews.
* Develops test scenarios and test scripts using manual and/or automated testing tools such as Quality Center and Quick Test Professional.
* Analyze software designs in conjunction with the development team to ensure that all ramifications of the changes or additions have been discovered.
* Manage testing schedule and communicate testing progress. Perform deliverables tracking and reporting as assigned.
* Monitors progresses of testing efforts within the team to ensure deadlines are met.

**Minimum Requirements**

* All Bachelors & All Masters in (Computer Science, Business Administration, Finance, Electrical Engineering, Mechanical Engineering, etc)
* Excellent with MS Office products required

**Professional Skill Requirements**

* Excellent analytical, mathematical, and creative problem-solving skills
* Excellent written and oral communication skills
* Excellent listening and interpersonal skills
* Logical and efficient, detail oriented and problem solver.
* Ability to communicate ideas in both technical and user-friendly language
* Highly self motivated and directed
* Ability to focus on deadlines and deliverables
* Strong customer service orientation
* Positive attitude & strong work ethic
* Good interpersonal skills in dealing with users, employees, management, and vendors.
* Ability to work in rapid changing environment

**Remuneration and Benefits**

ASTA CRS offers excellent compensation packages in line with the very best in the industry and extensive benefits package including but not limited to overtime work-hour salary, medical insurance, relocation assistance, etc for the right candidate.

* We have opportunities all over the United States. Candidates should be open to travel and relocation.
* ASTA CRS is proud to state that we are enrolled with the USCIS for the E-Verification Program and we hire candidates on OPT and CPT. We also hire US Citizens, Green Cardholders or candidates with any legal work authorization in US.
* We offer visa sponsorship for the eligible candidate.

**An Equal Opportunity Employer**

ASTA CRS is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, marital status, national origin, ancestry, age, medical condition, disability, military service status, or any other basis prohibited by law.