

DKSH Corporate Shared Services Center Sdn Bhd (CSSC)

Project Analyst

Department: Business Process Reengineering

Location: Technology Park Malaysia, Bukit Jalil

Available positions: 1 (permanent)

Responsibilities:

- Responsible for supporting the Projects Managers in Process optimization projects.
- Ability to rapidly understand project concept, objectives and approach.
- Identify need for, build and execute large scale data collection and analysis including firm recommendations.
- Capable of understanding and building business cases.
- Document business processes and provide a report of findings and initial recommendation.
- Provide support for project management activities, i.e. Status tracking and reporting, issues/risks management, etc. from initiation till completion.
- Ability to work independently and drive results through own efforts by coordinating with key stakeholders at senior and working level from different countries
- Must have a very high sense of urgency.

Job requirement

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Business Studies/Administration/Management or equivalent.
- At least 2 year(s) of working experience in Business Analytics (Statistics & Finance).
- Excellent written and oral communication skills in English preferably with some experience in preparing presentations to senior management teams.
- Demonstrate in-depth Financial and/or Statistical analytical skills.
- Proven ability to map and document detailed process flows.
- Advanced skills in Microsoft Office Applications, specifically Excel and PowerPoint.
- Past working experience for business/management consulting firms would be highly advantageous.
- Willingness to travel 30 - 50% within Asia region.
- Applicants must be willing to work in Technology Park Malaysia, Bukit Jalil.