



We are currently searching for a highly motivated **Business Management Analyst** to join our growing team in **Kansas City, MO**. This candidate will be responsible for reviewing, analyzing, and guiding Internal Users through the pre-sales process.

**Specific responsibilities include:**

- Evaluate requests and provide direction to all departments in the pre-sales process on how to manage opportunities through the system and company processes, as well as how to manage opportunities that fall outside normal operating procedures.
- Manage all system related process and support requests through resolution as they pertain to system order entry and minor system issues and provide direction to efficiently maneuver through internal tools.
- Understand system and company processes to ensure that direction provided is in the best interest of the company.
- Audit orders to ensure accuracy of the order data and associated contracts. Identify and direct Internal Users on resolving inaccurate data.
- Create and update system Users and system notifications.
- Train Users on the order entry system and accompanying processes.
- Audit, manage and update system data.
- Prepare reports for management as required.
- Other duties assigned.

**Requirement for the position include:**

- Bachelor's degree required.
- Requires ability to work independently with minimal direction from supervisor.
- Requires the ability to communicate professionally and effectively verbally and through email with Internal Users.
- Requires flexibility to multi-task, handle regular interruptions and rearrange priorities with little notice.
- Must be detail oriented with excellent organizational and time management skills.
- Familiarity with training other individuals on processes and software.
- Must be able to quickly learn new software.
- Proficient with personal computers and working knowledge of MS applications suite of products including Excel, PowerPoint and Word.

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity Employer

[CLICK HERE TO APPLY](#)