

JD - Business System Analyst (Associate)

Fargo Wealth Group

About the Role:

We are looking for a motivated **Business System Analyst (Associate)** to join our Platform Development team. You will support data analytics initiatives by gathering requirements, streamlining workflows, and delivering actionable insights to business stakeholders.

Job Responsibilities:

- **Requirements & Specs:** Collaborate with business units to document data requirements and translate them into technical specifications.
- **Process Automation:** Develop scripts (SQL) and leverage AI/workflow tools to automate reporting and data processing.
- **Data Visualization:** Design and maintain dashboards and reporting.
- **Data Quality:** Perform data validation, cleansing, and UAT to ensure high-quality analytics.
- **Communication:** Present findings clearly to both technical and non-technical teams in English and Mandarin.

Job Requirements:

- **Bachelor's Degree** in Data Science, Computer Science, Information Systems, Statistics, or an Analytics-related discipline.
- **1–3 years of experience** in data analysis, with proficiency in **SQL** and **Excel (VBA/Power Query)** for data manipulation and automation.
- Proven experience in developing dashboards and reports.
- Familiarity with **AI tools** (e.g., Cursor) and workflow automation platforms (e.g., **Dify, n8n**).
- Strong analytical and problem-solving skills, with the ability to work independently in a fast-paced environment.
- Good command of spoken and written **English and Mandarin**.
- Professional certifications (e.g., Microsoft Certified Data Analyst, Google Data Analytics) are a plus.

Please send your resume to: jojo.wu@fargowealth.com.hk