

# Business Analyst (Contract role)

Working closely with operations and finance teams, the Business Analyst will support the EMEA Business to enable them to meet their forecasting and reporting needs. The analyst will play a critical role in the creation, delivery and maintenance of management dashboards, executive analyses and ad hoc reporting whilst constantly ensuring reporting solutions are meeting the highest quality standards and requirements of the business stakeholders. The analyst will also support various forecasting, pipeline and planning activities through the maintenance of existing data solutions.

## Responsibilities:

- Support business critical activity related to reporting, planning and forecast
- Take an active role in the production of the Management Reporting packs used as standard across the Region.
- Work with the Finance & Business Operations team to improve forecast accuracy for the region and ensure that Salesforce.com can be used as a timely and accurate forecasting tool
- Take an active role in the half-yearly planning process of the sales force and account planning
- Helping the Enterprise team on the preparation of large deals reviews and territory management reviews.
- Proactively investigate, report and – where possible - address data quality issues
- Work with colleagues across VMWare to ensure effective collaboration, communication and alignment on reporting
- Manage data and metrics enquiries

## Requirements and Specifications:

- B.A. or B.S. in Business, Finance, or Accounting
- Previous experience (minimum 2 years) in delivering reports and analyzing data
- Excellent knowledge of Excel (very high level required)
- Knowledge of SQL, Access or VBA experience will be an advantage
- Fluency in English
- Business Acumen, ability to translate business needs into a set of workable, specific requirements
- Details-oriented with high attention to accuracy
- Positive attitude & good team player
- Experience in process mapping/ documentation will be an advantage
- Motivated and organized person who is a self-starter and can multi-task
- Excellent verbal and written communication skills

## Reasons to join VMware:

- Opportunity for technical and personal development through working on real-life projects
- Mentor-ship by experienced professionals
- Unique atmosphere where the emphasis is on excellence, innovation, openness, collaboration and balance
- Healthy work environment, ensured by food and beverage program, sport activities, open communication

## About VMware

VMware, a global leader in cloud infrastructure and business mobility, helps customers accelerate their digital transformation. VMware enables enterprises to master a software-defined approach to business and IT with VMware Cross-Cloud Architecture™ and solutions for the data center, mobility, and security. With 2016 revenue of \$7.09 billion, VMware is headquartered in Palo Alto, CA and has over 500,000 customers and 75,000 partners worldwide.

This VMware position currently offers an initial contract through a third party company for period of 12 months (with option extension).

All job applications will be treated with strict confidentiality.

We will contact only shortlisted candidates.

## How to apply:

Send your CV at [ivelcheva@vmware.com](mailto:ivelcheva@vmware.com) with Subject Business Analyst