

**Hackensack – One Stop Employment Services**

**Workforce New Jersey**

**24-hour FAX Job Order Form**

Complete this form and **FAX it to us anytime at (201) 996-8884**. Or call (201) 329-9600x5651 and we'll take your information by phone. Or simply mail this form to Workforce New Jersey, 60 State Street, Hackensack, NJ 07601

**Please be advised that our Agency charges no fee to you, the Employer, or the job applicant, and we require that no application or placement fee be charged to the applicant.**

Company Name: Ron Lynn Management Consultants, Inc.

Address: 160 Chubb Avenue, Suite #205, Lyndhurst, NJ 07071

Contact Person: **Mary Dean** Phone: **201-531-5959 x200** Fax: 201-531-0999 E/M: **mary.dean@ronlynn.com**

**FEIN # 30-065-7229**

What goods or services does your company produce? **Technology**

How to apply: (Circle one or more) Phone: NO Fax: X E-Mail: X In person: NO All \_\_\_\_\_

**JOB OPENING (Title): BUSINESS ANALYST**

Number of Openings: 1 Experience Required: 2-YEARS Months \_\_\_\_\_ Years \_\_\_\_\_

Salary Per: \_\_\_\_\_ Hour: \_\_\_\_\_ Week: \_\_\_\_\_ **Year: \$50,000 - \$80,000**

**Job Location: Lyndhurst, NJ**

**Job Description: Please list the worker's duties and responsibilities below:**

1. Responsible for implementing, training and testing of software.
2. Installation of software on-site at client location.
3. Analyze client business requirements , determine needs, offer solutions through our software package.
4. Serves as primary point of contact for development project, including on-going communication with client, team members, and executive personnel.
5. Lead planning and implementation of software development project.
6. Manage Development team & Client expectations.
7. Conduct on-site visits to client when required.
8. Plan & Schedule project timelines; track project deliverables, meet deadlines
9. Able to work independently and adapt to changing environment.
10. Must have strong interpersonal, verbal, written and organizational skills.
11. Effectively manage time, prioritize work, multi-task assignments, demonstrate accountability.

**Work Schedule: Note the worker's**

Hours: \_\_\_\_\_ Days: \_\_\_\_\_ Full Time: X Part Time: \_\_\_\_\_ Other: \_\_\_\_\_

**Special Requirements: List the requirements regarding Other Requirements: (License, Certification, Education):**

- 1) **Bachelors Degree**
- 2) **2 years experience in the Apparel Industry (a plus)**
- 3) **Computer Applications: MS Word, Excel, PowerPoint, Outlook**
- 4) **Must speak and write English fluently**
- 5) **U.S. Citizenship Required**

Is public transportation available: Yes \_\_\_\_\_ No \_\_\_\_\_ **Car Required: [ X ] YES**

**Comments: All resumes must be faxed or emailed directly to Mary Dean. Please do not provide our company information, (name, address, tel #, fax #, email address) to any applicant.**