



# EXECUTIVE BUSINESS ANALYST

Wijeya Newspapers Limited, the renowned publisher of over 18 daily, weekly, and monthly publications, including newspapers with the highest circulation in the country, has vastly expanded its business operations since its inception. We established a state-of-the-art factory in Hokandara, a cable television channel, the REACH transport service and digital services. As a result, we are currently seeking dynamic and enthusiastic individuals to fill the following position.

## **CANDIDATE PROFILE**

- Bachelor's degree in Business Analysis, Business Administration, or an equivalent qualification from a recognized university
- Minimum 1- 2 years of experience as an Executive, or similar role
- Creative thinker and data-driven
- Proven track record of project management and strong attention to detail
- Excellent communication skills, both verbal and written in English and Sinhala
- Great leadership skills
- Remuneration will be attractive & negotiable
- Below 35 years

## **Key Responsibilities:**

### **Business Analyst**

- Analyzing the business requirements in line of Business Systems, Reports, and Dashboards.
- Must contribute to the operational efficiency by providing personalized and timely support.
- Leading ongoing reviews of business processes and developing optimization strategies.
- Managing projects, developing project plans and monitoring performances.
- Effectively communicating you insights and plans to cross functional team members and management.
- Staying up to date on the latest process and IT advancements to automate and modernize systems.
- Monitoring deliverables and ensuring timely completion of projects.
- Regularly engage with stakeholders to gather feedback on current and upcoming reporting needs.

The selected candidates will be required to work closely with the strategic business development team, provide administrative support to the office of the COO. We want a dynamic and active candidate to fill this vacancy, and they are required to manage the entire work related to marketing and administration. The ability to multitask while maintaining a positive attitude is an advantage.

The successful candidate can look forward to a rewarding career with a high level of industrial exposure.

Interested candidates may apply within 10 days of this advertisement indicating the position applied for in the subject line of the email to [coostaff@wijeya.lk](mailto:coostaff@wijeya.lk) with details of two non-related referees.