



JOB DESCRIPTION

Job title	Business Information Analyst
Department	Digital Technology
Responsible to	Senior Information Analyst
Salary	Competitive
Hours	40 per week

About the Company

Our mission is to transform the way people live in cities. With over 16 million possible combinations of gears, colours, handlebars and accessories, we make more than just a bicycle, and we are more than just a bicycle company.

We continue to make the Brompton in West London, where we started in 1975, but our product has travelled far - we now export 80% of our bicycles to 44 countries. In the past 36 months we have invested in a new purpose-built production facility, transformed our digital architecture, opened new flagship stores and had our biggest product launch in company history and we're not stopping there...

To change urban living, we need passionate, innovative and talented people that want to challenge the status quo and make an impact.

The role

We are looking for a Business Information Analyst to join our Digital Technology department. This exciting role will put you in the heart of the department and you'll work alongside the Senior Business Analyst and Business Information Manager. You'll be a part of a team masterminding the optimisation of the company's master data, so it is accurate, reliable and easily accessible to senior managers to understand company performance and make critical business decisions. The company is about to embark on an ERP transformation so it is a crucial time to join and make a real impact on the company's future.

The primary responsibility of this role is to become the first point of contact for all business information queries. You'll then answer the query with 100% accuracy or escalate to the more senior members to get the correct answer. You'll be required to understand the business processes and procedures take ownership of the administration tasks that the company relies on for day-to-day operation. You'll be involved in the evolution and implementation of these processes to improve company efficiency.

You will need to be able to establish credibility with your colleagues, not be phased by responsibility and pressure situations, and prepared to do what it takes to get the deadlines met with 100% accuracy.

Main duties

- Be the central contact point for all system related enquiries relating to customers, products and master data
- Escalate complex queries to the Senior Business Analyst when necessary
- Administer the bike configurator and build in agility to the way of working which enables the

- sales team to maximise opportunities
- Develop data validation and exception reports to maximise data accuracy
- Support staff internally, providing data lists, help with errors and training
- Work internally to develop and refine the company master data
- Work with senior management to produce monthly KPI's
- Ensure data remains consistent and accurate across the database
- Ensure all system scheduled updates are run on time and accurately
- Work with the business to develop and maintain tools to assist with the sales process
- Support the business to maximize full data efficiency to assist business growth
- Manage and review legacy issues with data integrity, find the route cause and resolve

Personal Requirements

- Analytically minded with an impeccable attention to detail
- Proficiency in Excel, pivot tables and complex formulas.
- Experience working with large datasets
- Technically minded and strong computer literacy
- Excellent written & verbal communication skills
- Excellent numeracy/arithmetic skills
- Understand of manufacturing and supply chain processes
- The ability to manage multiple tasks/projects simultaneously
- Organised and proactive personality
- Very quick learner

Experience:

- A minimum of 1 year prior experience in a similar Business Analyst role
- Advanced skills, experience and judgment to independently analyse databases and proactively review data integrity
- Excellent business knowledge
- Working with ERP systems and can provide detailed examples of process improvement

Desirable:

- Advanced knowledge of Microsoft Power BI
- 2 years + working in similar Business Analyst role
- Have working knowledge of GDPR

Education:

Degree level qualification in Business Computing/Information Systems, or experience to a similar level

Benefits

Brompton offers you a very excellent working environment with enthusiastic colleagues who get along very well, communicate and cooperate with each other. The working climate is informal, but we work hard. Next to good terms of employment Brompton offers you the opportunity to work in a responsible and challenging job within a dynamic, international and ambitious environment. We are all proud to be part of Brompton Bicycle; we all share the same passion and dedication to the company and embrace differences in cultural backgrounds and skills.

- Huge discount on your very own Brompton (family and friends get discount too)
- Position to thrive. Whether you're early in your career or an experienced professional, Brompton provides you with everything you need to excel in your job and for personal growth. You will be actively encouraged to increase your skillset and to attend relevant events
- 20 days holiday plus Bank Holidays, increasing the longer you stay with us
- Workplace Pension Scheme, Season Ticket Loan, Childcare Vouchers, Flexible Working, Cycle

to Work Scheme to name just a few...

- Birthday Breakfast, Family Fun Days, Christmas Parties, London to Brighton Bike Rides, Charity Raffles, Volunteering with the local community all go towards creating a working environment that is fun and enriching

If you feel that you fit within the Brompton team spirit and you can bring talent, innovation and enthusiasm to our workforce then please email your CV and covering letter to the People team, at recruitment@brompton.co.uk

Applicants must have the right to work in the United Kingdom.

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.