

Job Description	
Job Title:	Junior Business Improvement Analyst
Department:	Shared Services
Reporting To:	Reports & Processes Manager
Behavioural Competencies:	
<p>We pride ourselves on our attitude & culture.</p> <p>It is essential that our core behavioural competencies are met irrespective of job role.</p> <p>Positive approach - Works as part of a team, being helpful and supportive of others. Deals with problems with other team members effectively. Has a positive attitude and interacts well with others.</p> <p>Time Management - Maintains effort until task is completed & meets deadlines. Able to prioritise workload and balance conflicting demands. Understands the need for efficiencies in all areas and is pro-active. Cares about what we do.</p> <p>Professionalism - Communicates effectively with internal and external customers, listens well to others and responds appropriately. Builds relationships & is respectful to others. Maintains a suitable professional appearance and is an ambassador of Filtermist Companies at all times.</p> <p>Quality & Customer Experience - Understands Filtermist's quality requirements and objectives. Is aware of customer requirements. Has an active interest and pride in Filtermist and the service and quality we deliver.</p> <p>Continuous Improvement - Understands the need for Continuous Improvement. Integrates new learning into existing skills. Is aware of the need for continuous learning, for development and improvement both Business & Personal.</p> <p>Protecting People & Our environment - understands the importance of safety and welfare both internally and externally and works to ensure we adhere to all regulatory requirements.</p>	
Role definition:	
Following a period of training across each business department, you will use the knowledge gained to support the Reports & Processes Manager with the collection and analysis of data and the evaluation of business processes, identifying opportunities for improvement and working with departments to implement any changes required.	
Key areas of responsibility:	
Following an initial secondment to various business departments, where you will work in administrative roles to enable a deep understanding of the processes of the business, you will support to the Reports and Processes Manager with collecting and providing data to departments and the senior management team, analysing the data to identify areas for improvement.	
<u>Key Responsibilities</u>	
<ul style="list-style-type: none"> Analyse, and visualise data from various packages including Excel/Power Bi & MS Dynamics Analyse existing business processes in order to identify alternative solutions and recommend new approaches Document processes and maintain data records. To undertake assigned projects and changes, seeing such projects and changes through to completion in a timely, efficient and cost effective manner. Work closely with stakeholders to ensure that delivered systems are both technically sustainable and meet the business need. Clearly communicating details around updates and improvements to the relevant Users and providing training where required. 	
Skills & Experience	
<ul style="list-style-type: none"> Formal administrative qualifications at degree level e.g. Business Administration. Data visualization & excellent data analytical skills. Strong Computer literacy (Excel, Power Bi). Presentation skills. Organization and time-management skills. A strong personality and decision-making skills. Ability to work in a team. Highly organised and self-motivated. Ability to prioritise workload and be prepared to react quickly to ensure all deadlines are met. A positive, enthusiastic outlook is required. 	

Remuneration & Benefits:

- Competitive salary.
- Company pension scheme.
- 25 days annual leave and 8 statutory holidays.
- Health cash plan and employee discount portal (on qualifying).
- Annual appraisal and development process for all employees.
- Great working environment.

Role Location:

- Telford HO

Why Filtermist?:

Filtermist International Limited, part of the Swedish [Absolent Group](#), has been established for 50 years and is the UK market leader for oil mist extraction. Our UK made oil mist filters are trusted by world leading manufacturers in more than 60 countries in industries ranging from aerospace and automotive, to food processing and medical device manufacture.

Our company has diversified in recent years by extending the products and services we offer through both organic growth and targeted acquisitions. In addition to Filtermist oil mist filters, Filtermist International is responsible for manufacturing the following brands: [Dustcheck](#) & [Kerstar](#).

Filtermist Systems Limited, the UK sales operation, is also the UK distributor for sister company [Absolent AB](#) as well as other extraction equipment suppliers, and provides a UK wide installation and maintenance service, as well as CoSHH compliant LEV Testing for all makes and models of LEV systems.

We target excellence throughout all aspects of our businesses. We pride ourselves in operating an ambitious, fast growing and fast-paced company that offers a wide range of opportunities for employees due to ongoing significant growth.

We actively participate in lots of national funding raising initiatives throughout the year and support several charities, individuals and organisations that have direct connections with our employees. All employees can nominate causes close to their hearts for possible financial support.

We drive our businesses with key behavioural competencies that underpin how we do business - making Filtermist a great place to work.