<table>
<thead>
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<th>Job Title:</th>
<th>Business Analyst</th>
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<tbody>
<tr>
<td>Position Type:</td>
<td>Full Time</td>
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<td>Job Description</td>
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**Job Purpose:**

Work directly with our founders as we implement the next-generation of BidDocs web applications. Assist our efforts to capture, analyze and model the requirements of our customers and investors. Capture our Requirements and create Simulation Models for these new products using industry-standard tools. Refine these models as the engineering team implements your designs.

**Duties:**

- Assist in the design of the next-generation of BidDocs applications by analyzing market requirements; constructing workflow charts and diagrams; writing specifications.
- Master the innovative \textit{iRise} modeling tool. This will include formal training and on-the-job experience to develop the skills that help companies save enormous expenses; they no longer ‘build the wrong application’. Instead they implement the \textit{right} product the \textit{first} time!
- Contribute as part of a fast-paced startup company that grew 300% last year!
- Improve our current systems by studying current practices; designing modifications.
- Assist our engineering team as they implement the models that you build.
- Contributes to team effort by accomplishing related results as needed.
- Continually learn new facets of our business and grow!

**Skills/Qualifications:**

Familiarity with website construction, Understanding of Software Requirements, Analytic Mindset, Teamwork, Written Communication, Basic familiarity with the Software Development Process. This position requires native command of spoken and written English. US Citizenship on Legal Work Status required.

**Additional Skills and Interests:**

Enthusiasm for a ground-floor opportunity at a profitable and fast-growing startup company. Interest in expanded responsibilities.

**Compensation:**

Competitive salary and benefits.

Interested Candidates should submit a completed resume and cover letter to:
Mr. Dana Coombs, dmc@bidoconline.com, P.O. Box 51, Groton, MA 01450

\textit{BidDocs is an equal opportunity employer.}