



Be Different

# Intern - Business Analyst

Jigsaw Ensemble is a boutique digital agency focusing on Content and Creatives, Digital Marketing and Design and Build projects. We have been in business since 2015 and serve clients around the world.

We seek a highly motivated and results-driven Intern - Business Analyst to join our boutique digital agency. This is an exciting opportunity for a creative individual with a passion for technology product development to make a significant impact on our brand and business growth helping our clientele.

## Job Description

You will work closely with our business analysis team to support various projects and initiatives to improve our organisation's processes, strategies, and decision-making. You will have the opportunity to learn about the business analysis field, gain practical experience in data analysis, requirements gathering, and project coordination, and contribute to the overall success of our projects.

## REQUIREMENTS

- Completion of Advanced Level examination.
- Currently pursuing a bachelor's or master's degree in Business Administration, Management, Finance, Information Systems, or a related field.
- Strong analytical and problem-solving skills, with an ability to work with complex data and derive meaningful insights.
- Excellent communication skills, both written and verbal, with an ability to present findings clearly and concisely.
- Detail-oriented mindset and the ability to work independently and in a team environment.
- Proficiency in Microsoft Office Suite, especially Excel, PowerPoint, and Word.
- Familiarity with business analysis concepts, tools, and methodologies is a plus.
- Prior internship experience in a business analysis or related role is advantageous but not required.
- Enthusiasm for learning and a strong desire to contribute to the organisation's success.

## RESPONSIBILITIES

- Collaborate with the business analysis team to gather, document, and analyse business requirements and processes.
- Assist in conducting research, data collection, and analysis to support project objectives.
- Help create and maintain detailed documentation, including business requirement documents, process flows, and user stories.
- Participate in meetings and workshops with stakeholders to understand their needs and communicate findings effectively.
- Assist in defining and validating project scope, objectives, and success criteria.
- Support identifying areas for process improvement and contribute ideas to enhance efficiency and effectiveness.
- Assist in testing and quality assurance activities to ensure project deliverables meet business requirements.
- Contribute to preparing reports, presentations, and other communication materials for internal and external stakeholders.
- Collaborate with cross-functional teams to ensure alignment and successful project implementation.
- Stay informed about industry trends, best practices, and emerging technologies related to business analysis.

Hunger to learn and passion for thriving in software product development as a career are required. Remote work or placements at reputed coworking spaces in Colombo. Having a coding background of a minimum of 12 months would be an added advantage.

If you are interested in this role please send your CV to [careers@jgsw.global](mailto:careers@jgsw.global)