

## Brain Station 23



Dhaka, Bangladesh

**Job Title: Business Analyst (eCommerce)**

Vacancies: 3

Office Time: [Mon - Fri: 11 AM to 8 PM]

Location: Mirpur DOHS, Dhaka, Bangladesh

Job Type: Full Time, On-site

**Deadline: 07 Apr, 2026**

### **Description**

We are seeking a dynamic and detail-oriented **Business Analyst (eCommerce)** who can bridge the gap between business needs and technical solutions. The ideal candidate will understand the eCommerce domain deeply — analyzing from both customer and business perspectives — and play a key role in defining, managing, and delivering digital commerce projects efficiently.

### **Job Responsibilities**

- **Business Understanding:**
  - Analyze and understand the eCommerce business model, market dynamics, and customer behavior.
  - Think strategically from both customer and business viewpoints to ensure practical and impactful solutions.
- **Requirement Analysis & Documentation:**
  - Convert client ideas and goals into clear, actionable features with defined scope, workflow, user stories, and acceptance criteria.
  - Prepare detailed documentation including **WBS (Work Breakdown Structure)** and **SRS (Software Requirement Specification)**.
  - Create **wireframes or quick UI visuals** to ensure alignment between business, design, and technical teams.
- **Product Ownership & Agile Management:**
  - Act as a **Product Owner**, managing scope, backlog, and feature delivery priorities.
  - Perform **Scrum Master** duties when needed, facilitating smooth sprint cycles and team communication.
- **Business Communication & Reporting:**
  - Prepare professional **reports, presentations, and smart documentation** that enable faster business and client decision-making.

- Collaborate closely with clients, project managers, and developers to ensure clarity and timely delivery.
- **Digital & Analytical Competence:**
  - Utilize **web analytics, digital marketing, and SEO insights** to guide feature planning and evaluate performance.
  - Leverage **AI and automation tools** to enhance efficiency, analysis accuracy, and documentation quality.
- **Presales Support:**
  - Contribute to presales activities by preparing scopes, proposals, presentations, and client demos.
  - Represent the company with confidence and professionalism in client meetings and demonstrations.

## Qualifications & Skills

- Bachelor's degree in Business Administration, Marketing, Computer Science, or a related field.
- **0-2 years of experience in business analysis or product ownership** within an **e-commerce or digital platform** environment.
- Strong understanding of **Agile methodologies**, backlog management, and sprint execution.
- Proficiency in preparing **WBS, SRS, and UI mockups/wireframes** using tools like Figma, Miro, or similar.
- Familiarity with **Google Analytics, Search Console**, and other digital marketing tools.
- Excellent communication, presentation, and analytical skills.
- Ability to work cross-functionally with technical, design, and business teams.
- Strong problem-solving mindset and adaptability to a fast-paced environment.

## Benefits

- Attractive Salary for deserving candidates
- Medical Coverage
- Salary review twice in a year
- Weekly two holidays
- Provident fund
- Two festival bonus
- Quarterly Performance Bonus