



HILLTOP CAPITAL LIMITED



#JOB-2399239



26 Herbert Place, Dublin 2, D02 A098



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



25/06/2025



23/07/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : job@hilltop.ie



Open your camera
app & point here
to view this ad
online



Business Systems & IT Operations Analyst

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Job Description:

We are seeking a tech-savvy and process-oriented Business Systems Analyst to join our investment company. This role is ideal for candidates who are passionate about digital transformation, internal system improvement, and data-driven operations.

You will support the leadership team by optimizing business workflows through system tools, developing automated reporting dashboards, and ensuring data accuracy and operational efficiency across multiple departments.

Key Responsibilities:

Analyze and improve internal business processes using digital collaboration platforms (e.g., Notion, Airtable, Trello), with a focus on workflow optimization and automation.

Assist in designing and implementing data pipelines or automated dashboards for financial and operational reporting using tools such as Google Sheets + Apps Script, Power BI, or Airtable Automations.

Collaborate with stakeholders to map existing workflows and propose technical solutions to reduce manual work, including template systems and API-based automations.

Maintain and improve internal information systems, ensuring data integrity and consistency across platforms.

Support documentation of system workflows, SOPs, and onboarding materials in collaboration with cross-functional teams.

Coordinate with third-party vendors or IT consultants for system setup, integrations, or troubleshooting.

Evaluate and test new tools to improve internal productivity and cross-departmental communication.

Key Requirements:

Bachelor's degree in Information, Communication, or related field.

2-5 years of experience in business operations, systems analysis, or tech-driven coordination roles.

Demonstrated experience working with business systems, dashboards, and workflow automation.

Comfortable using spreadsheets, collaborative tools, and low-code platforms (e.g. Notion, Airtable, Google Workspace).

Strong problem-solving and analytical skills with a data-driven mindset.

Ability to communicate technical needs and improvements clearly to both tech and non-tech stakeholders.

- **Sector:** real estate activities

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree) **OR** Information

(Desirable)

- **Ability Skills:** Analytical, Communications
- **Competency Skills:** Management, Negotiation
- **Additional Skills:**,
- **Specialising In:** communication skill
- **Languages:** Chinese C2-Master (Fluent)