



SPOT CDP LIMITED



#JOB-2416973



The Academy, 42 Pearse Street, Dublin 2, D02
KA44



No of positions : 1



Paid Position



40 hours per week



35000.00 Euro Annually



17/10/2025



14/11/2025

How to apply

Application Method :

Not available



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Business 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 Title: Business Analyst

Employer: Spot CDP Ltd

Location: The Academy, 42 Pearse Street, Dublin, D02 HV59

Salary: 35k p/a

Hours: 40hrs p/w

Key Responsibilities

- Conduct detailed AS-IS and TO-BE process mapping across business units to identify inefficiencies and redesign workflows.
- Facilitate functional interviews and stakeholder workshops to gather insights and drive process improvement initiatives.
- Lead the development of real-time dashboards, define KPIs, and design performance monitoring systems to support data-driven decision-making.
- Oversee and improve candidate and client database processes, ensuring data accuracy, quality control, and actionable insights for the recruitment lifecycle.
- Drive automation and standardisation of repetitive and high-volume tasks, improving operational efficiency and compliance with SLAs.
- Document internal procedures by producing SOPs, templates, and structured process guides for scalability and consistency.
- Deliver analytical reports and strategic recommendations to senior management, supporting continuous improvement and business transformation.
- Evaluate existing ERP/CRM platforms, recommend enhancements, and coordinate with cross-functional teams to implement system improvements.
- Monitor operational and compliance risks, ensuring adherence to data protection regulations (GDPR) and internal control standards.

Requirements

- Minimum 3 years' experience in business process analysis, operational improvement, or related functions.
- Proven track record in process design, workflow optimisation, and KPI development.
- Hands-on experience with ERP/CRM systems, workflow automation, and data dashboards.
- Excellent communication skills and ability to engage with cross-functional teams.
- Strong analytical and problem-solving capabilities with a strategic mindset.
- Familiarity with compliance frameworks, including GDPR.
- Experience in recruitment, staffing, or professional services environments is an advantage.
- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]