



**Propel is currently seeking a Business Operations Analyst to join its team in San Antonio!**

**Job Description: Business Operations Analyst**

The Business Operations Analyst is primarily responsible for using data extraction tools to perform in-depth analysis of all aspects of Propel Financial Services. The Business Operations Analyst will make recommendations to improve the business profitability or operational processes based on their analysis and may design strategies to implement those recommendations. The position is also responsible for creating and monitoring reports to identify trends, issues and opportunities occurring in the business. This role will assist our business in enhancing the productivity and income generation procedures of the company.

**Job Functions and Responsibilities**

Extract and analyze data to support business initiatives (e.g. profitability, performance and variance analysis). Recommend improvements related to business profitability or processes and to clearly communicate results to the leadership team. Create and monitor reports to identify issues, trends, opportunities within all departments of Propel.

**Experience, Skills, and Knowledge Requirements:**

Bachelor's Degree and at least 2 years' experience in designing and running queries, proficiency with MS Office and advanced Excel skills with the use of macros. The business operations analyst will often be required to possess and make use of the following skills, knowledge, and abilities as a driving force to enhance productivity:

- Sufficient statistical and mathematical skills
- Ability to resolve complications and carry out quality reviews
- Must be confident and reliable
- Should be consistent and display a high level of accuracy.
- Coding experience with SQL databases and be able to code and integrate data from two different sources is a plus.

**Benefits of Working at Propel:**

We have a fun story to tell and are interested in building our team of professionals. We are in the midst of being sold from a public corporation and are excited as we rebuild our brand as a private company. We wish to preserve our "family like" culture and our Top Workplace recognition as we move forward. Benefits such as PTO, 401(k), medical, and flexible work arrangements await our new employee. We want new joiners to feel confident they will hit the ground running and become a difference maker from day one.

**What's next?**

Email your resume to [jarnold@propelfs.com](mailto:jarnold@propelfs.com) and let's see what happens!