SMITH and THOMAS
FINANCIAL and BUSINESS SERVICES

POSITION TITLE: Graduate Business Analyst
REPORTS TO: Supervisor – Blue Team
ROLE PURPOSE: This role applies technical expertise to the evaluation of various business issues and decision making processes.

DUTIES (and approximate time allocation)

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<tbody>
<tr>
<td>1.</td>
<td>Providing support and advice to clients regarding purchasing procedures</td>
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<td>2.</td>
<td>Undertaking competitor pricing and product analyses</td>
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<td>3.</td>
<td>Assisting with the preparation of various documentation with a specific focus on ensuring compliance</td>
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<td>4.</td>
<td>Research international exchange rates to support recommendations on investment and business opportunities</td>
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<td>5.</td>
<td>Assisting with product pricing reviews</td>
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<td>6.</td>
<td>Monitoring ACCC decisions to ensure Thomas and Smith maintain compliance with regulations</td>
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<td>7.</td>
<td>Assessing impact of pricing strategies</td>
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SELECTION CRITERIA – EDUCATION:
Essential:
• Currently completing second or third year of a Commerce degree with an Economics or Finance major

SELECTION CRITERIA - KNOWLEDGE & SKILLS:
Essential:
• Strong analytical and numerical skills with the ability to manipulate complex numerical data
• Ability to use a range of statistical analysis tools and methods
• Demonstrated customer service skills
• Demonstrated interpersonal and communication skills including verbal, written and listening skills
• Strong organisational skills with the ability to manage conflicting priorities
in a high pressure environment
- High level of motivation, enthusiasm and commitment
- Ability to work as part of a team
- High level of proficiency with Microsoft Office programs particularly Excel and Word

Desirable:
- Knowledge of international exchange rate theory
- Knowledge of Quantitative Analysis procedures
- Ability to use various research techniques

Note:
- Your application must include a covering letter, resume and separate document addressing how you meet each criteria
- Visit the Careers Service website before writing your application for tips on application writing and preparing for an interview
- For more information about Smith and Thomas Commercial read their company profile