



Agile Coordinator

Description

Position will provide all manners of requirements gathering, conduct research and analysis, and document requirements. Will be responsible for providing analysis and support to internal customers and technical teams regarding applications and projects. Will work to understand gathered requirements and supports project teams to implement deliverables. Analyzes input to gain an understanding of project needs. Gathers and records business, user, and system requirements in a scrum/Kanban environment. In addition, will assist with application testing and technical documentation.

Responsibilities

- Work with development teams to define, create, and elaborate features, use cases, and user stories for future releases.
- Knowledgeable about Agile requirement gathering.
- Lead and/or facilitate requirements gathering sessions.
- Work with stakeholders, internal customers, and development teams to understand and create user stories to address needs.
- Schedule and conduct backlog grooming meetings and team board grooming tasks.
- Develops a high level of technical understanding of the inter-dependencies of multiple applications/systems and applies the understanding to the software requirement definition.
- Identifies and monitors requirement issues during the development cycle.
- Responsible to become a subject matter expert and competently understand the product/system being built.
- Collaborate and coordinate with development leads, QA, and initiate product validation processes.
- Assist with any automated and manual test processes as necessary.
- Help troubleshoot identified issues based on program knowledge and subject matter expertise.
- Create, update, and review documentation and provide input for clarification and detail, ensuring information is accurate and thorough. Identify where additional information is needed, and the most effective mode of creating and communicating that information.

Requirements

- 3-5 years of experience in exacting and documenting system and application requirements.
- Bachelor's Degree in Computer Science, MIS, or a related technical discipline, or the equivalent combination of education, professional training or work experience.
- Experience working in an Agile environment. Creating user stories, use cases, story boards etc.
- Experience with Web/Application requirement writing.
- Strong knowledge of and experience with Visio and the production of diagrams.
- Proficient working with Windows and PC based software products including Microsoft Office.
- Strong organizational skills
- Ability to learn new products and technologies
- Effective team player who can also work independently.
- Excellent writing, grammatical and proofreading skills in English.
- Excellent verbal and written communication skills in English.

Desirable

- Comfortable working in a flexible scrum/Kanban environment on high-performing agile teams.
- Attention to detail, quick learner, have a positive attitude, ability to multi-task, self-motivated and able to work in a fast-paced environment.
- Possess critical thinking skills, reading and interpretation, writing, and communication skills.