***Securing our business, protecting our customers.****Help us safeguard our systems and data to meet the high standards our customers rely on.*

**Base Location:** Leopardstown, Dublin

**Contract Type:** Permanent, Full-time

**Seniority Level:** Developing

**Reporting To:** Head of Data Operations

# Who are Ayvens?

**Ayvens** is a global leader, managing over 3.3 million vehicles across 42+ countries. We specialise in full-service leasing, flexible subscription services, fleet management, and multi-mobility solutions. Serving a diverse client base — from large corporations to SMEs and individuals — we are committed to achieving net-zero emissions and driving digital transformation within our industry. Our solutions are cutting-edge, and we embrace values like authenticity, curiosity, commitment, and collaboration, fostering an inclusive environment where diversity of thought and experience is celebrated.

Ayvens is closely aligned with our majority shareholder, **Société Générale**, a top-tier European bank, with over 119,000 employees across 62 countries. Together, we deliver innovation, sustainability, and a customer-centric approach to the global market.

# Where does this role fit in?

The **Business Analyst** plays a supporting role within the Data Operations team, reporting to the Head of Data Operations. Working on a variety of initiatives this role helps bridge the gap between business stakeholders, data professionals and technical teams. By capturing requirements, documenting processes and assisting with the validation of solutions the Business Analyst contributes to the successful delivery of high impact data projects. This position offers the opportunity to learn hands-on from experiences project and data professionals, while building foundational capabilities in analysis, communication and delivery.

# Who are Ayvens Insurance?

Based in Leopardstown, Ayvens Insurance is an international motor insurance company active in 29 countries, providing competitive coverage for Ayvens fleet clients. Our mission is to deliver an integrated direct insurance service fully embedded in fleet management. Our vision is to become a data-driven, driver-centric insurer that innovates to manage risk and serve emerging mobility segments.

# What will you be doing?

**Project Delivery and Documentation**

* Assist in identifying, capturing and documenting business requirements through workshops, interviews and analysis. Maintain clear, concise documentation o support project scoping and delivery.
* Provide general support to the Head of Data Operations, including administrative tasks, progress tracking and preparation of materials.

**Process Analysis**

* Support the analysis and mapping of current and future state business processes, identifying potential gaps or opportunities for improvement in collaboration with business users and technical teams

**Stakeholder Support**

* Liase with stakeholders to clarify needs, gather feedback and support the alignment of project deliverables with business goals. Ensure effective communication between technical and non-technical stakeholders

**Testing and validation support**

* Assist in the preparation and execution of test plans, including user acceptance testing (UAT). Help validate that delivered solutions meet documented requirement and quality expectations

# What would our ideal candidate have?

* Strong Experience with Agile methodology, writing user stories and Acceptance criteria
* Working knowledge of Alteryx, Python, SQL or similar
* Working understanding of Business Analysis and/or Data Analytics
* Proven experience with business and technical requirements analysis, modelling and documentation
* The confidence to speak up when something can be done better or smarter and the ability to accept compromises when necessary.
* Experience working in a team-oriented, collaborative environment
* Excellent communication skills
* Analytical skills with the ability to assess complex processes and come to sound, logical recommendations and conclusions
* An active, **results-driven** approach
* Experience of interacting with multi-disciplinary teams in complex operating environments
* A team player who works well with technical and non-technical resources
* Ability to take strategic direction from management
* Ability to see tasks through to completion without significant guidance
* Fluent in English, verbally and written (Native speaker or Minimum level C1 CAE)
* Bachelor’s or master’s degree, preferably in business, information systems, marketing, computer science, or other relevant areas

# What qualifications or background would be useful?

* Working experience with Atlassian (Confluence, Jira), Sharepoint, Teams
* Working experience in integrations of backend with front end solutions.
* Experience in an Insurance, Reinsurance, Finance or Analytics organisation
* Experience of operating within a regulated environment
* Additional language skills (French or Spanish preferably)

# What does Ayvens offer you?

* A **collaborative, innovative work environment** supporting learning and career growth.
* **Work-life balance** through flexible working options.
* **Training and development opportunities** aiding personal and professional growth.
* **Competitive salary and benefits**, including a bonus scheme tied to achievable targets.
* **Pension scheme** and additional perks for a comprehensive employee experience.

# How do I apply?

Ready to make an impact at Ayvens? **We’d love to hear from you.** Submit your resume and cover letter to [hr.ie@ayvens.com](mailto:hr.ie@ayvens.com), telling us why you're the right fit for the role.