

# HReade

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## Business Strategy and Planning Analyst

### Description

Responsible for crafting, implementing and refining the goals and objectives of the business. Carries out in-depth research to analyze market trends, financial analysis, competitive landscapes and internal capabilities to develop strategic plans and objectives that will drive growth for the business. Develops strategy documents and provides support to management in maintaining oversight over the implementation of company strategies.

### Responsibilities

#### Strategy Formulation and Execution

- Develops and refines company's mission, vision and strategic objectives.
- Collaborates with management to develop and refine business strategies and action plans.
- Assists in creating and updating strategic documents, including business plans, reports, and presentations.
- Monitors the implementation of strategic initiatives and provides regular progress updates.

#### Research and Analysis

- Conducts market research and benchmarking to assess company's market position.
- Conducts in-depth research on industry trends, market dynamics, and competitive landscapes to support decision-making.
- Gathers, analyzes, and interprets data to identify opportunities and challenges.

#### Performance Monitoring

- Developing measurable benchmarks aligned with the business strategy.
- Identifying potential risks that can impact business strategy.
- Periodically evaluates effectiveness of strategies and makes recommendations on adjustments by tracking the Key Performance Indicators (KPIs).

#### Project Management Support

- Coordinates and tracks key projects to ensure timely delivery and alignment with business objectives.
- Develops and maintains project documentation, timelines, and deliverables.
- Identifies and mitigates project risks while ensuring high-quality outcomes.

#### Executive Management Support

- Prepares briefing materials, reports, and presentations for internal and external stakeholders.
- Supports management in organizing meetings, workshops, and strategy sessions.
- Acts as a liaison between various departments to streamline communication and enhance operational efficiency.

### Qualifications

- Bachelor's degree in business administration, communication, or a related field.

### Knowledge Requirements

### Hiring organization

HReade

### Employment Type

Full-time

### Experience

- 5 - 7 years' experience in business strategy or a related role.

### Industry

Engineering, Procurement,  
Construction, Installation and  
Commission

### Job Location

Victoria Island, Lagos, Nigeria

### Date posted

February 20, 2025

- Strong understanding of business concepts and the strategic planning process.
- Ability to manage multiple projects in a fast-paced, dynamic environment.
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word) and project management tools.