

## **Job Description**

**Position Title:** Business Analyst/Aerospace Strategy Management

**Experience:** 3-6 years of

**Location:** Delhi NCR

### **Role Summary**

We are seeking a highly capable and versatile Business Analyst with strong exposure to the aerospace and aviation domain. The candidate will support strategic business functions including market research, opportunity analysis, bid management, proposal development, RFP/RFQ response preparation, stakeholder coordination, and business documentation.

The ideal candidate should possess a blend of analytical, commercial, and technical understanding, with the ability to work across cross-functional teams and support both business growth and project execution activities.

### **Key Responsibilities**

#### **Aerospace & Market Research**

- Conduct detailed market research and competitive analysis within the aerospace, aviation, airport systems, defense, and related technology sectors.
- Identify emerging industry trends, opportunities, customer requirements, and competitor positioning.
- Support strategic planning through industry intelligence, benchmarking studies, and market assessments.
- Track global aviation and airport infrastructure developments, OEM activities, regulatory updates, and technology trends.

#### **Bid Management & Proposal Support**

- Manage end-to-end bid lifecycle activities including opportunity tracking, qualification, bid planning, compliance checks, submission coordination, and post-submission support.
- Lead and coordinate RFP/RFQ/RFI response preparation.
- Develop high-quality technical and commercial proposals in coordination with engineering, operations, finance, and leadership teams.
- Prepare executive summaries, compliance matrices, scope mappings, solution descriptions, assumptions, exclusions, and supporting bid documentation.
- Ensure proposals align with customer requirements, timelines, and organizational standards.

#### **Business Analysis & Documentation**

- Gather and analyze business and functional requirements.
- Prepare business requirement documents (BRDs), process workflows, gap analyses, presentations, and reports.
- Support solution definition, stakeholder discussions, and project coordination activities.
- Translate technical concepts into clear business-oriented documentation.

#### **Stakeholder & Cross-functional Coordination**

- Coordinate with internal teams, OEMs, partners, vendors, consultants, and customers.
- Support management in strategic discussions, business reviews, and client engagements.
- Maintain effective communication and follow-ups across multiple concurrent pursuits and projects.

### **Strategic & Operational Support**

- Assist leadership in business development initiatives and strategic decision-making.
- Support preparation of capability presentations, company profiles, case studies, and customer-facing documentation.
- Maintain proposal repositories, templates, knowledge databases, and bid documentation standards.

### **Required Skills & Competencies**

#### **Domain Knowledge**

- Strong understanding of aerospace, aviation, airport systems, defense technology, or related infrastructure sectors.
- Familiarity with airport operational systems, system integration environments, aviation technologies, or infrastructure projects is preferred.

#### **Functional Skills**

- Strong market research and analytical capabilities.
- Experience in bid management and proposal writing.
- Hands-on experience responding to RFPs/RFQs/RFIs.
- Strong business documentation and presentation skills.
- Excellent stakeholder management and coordination abilities.
- Ability to work on multiple projects simultaneously under tight deadlines.

#### **Technical & Tool Proficiency**

- Proficient in Microsoft Office Suite (PowerPoint, Excel, Word).
- Strong report writing and presentation development skills.
- Familiarity with project management and collaboration tools is preferred.
- Knowledge of data analysis and visualization tools is an advantage.

#### **Soft Skills**

- Strong communication and articulation skills.
- High attention to detail and organizational ability.
- Self-driven, proactive, and capable of working independently.
- Strategic thinking with strong problem-solving capability.

#### **Preferred Experience**

- 3-6 years of experience in business analysis, bid management, proposal management, or strategic consulting.
- Prior experience in aerospace, aviation, airport infrastructure, system integration, defense, or technology consulting environments preferred.
- Experience working on large-scale infrastructure or technology projects is advantageous.

#### **Educational Qualification**

- Bachelor's degree in business administration, Engineering, Aviation Management, Aerospace, Technology, or related field.
- MBA or equivalent qualification preferred.