

BUSINESS ANALYST

THE JOB

Reporting to the CIO, the Business Analyst will be responsible for analyzing and documenting business processes and requirements, as well as identifying areas for improvement and recommending solutions to enhance overall efficiency and productivity. The ideal candidate will have excellent communication and interpersonal skills, as you will be working closely with various stakeholders to gather and understand their needs and objectives.

HOURS OF WORK: 8:00AM – 5:00PM

DUTIES & RESPONSIBILITIES

- Conduct thorough analysis of business processes and workflows to identify areas for improvement
- Support key business initiatives such as ERP implementation
- Collaborate with cross-functional teams to gather and document business requirements
- Develop and maintain detailed documentation, including business process flows, use cases, and user stories
- Assist in the development and implementation of new systems, processes, and procedures
- Collaborate with stakeholders to define and prioritize project requirements and deliverables
- Perform system testing and provide feedback to ensure the successful implementation of new initiatives
- Facilitate user training sessions and provide ongoing support and guidance as needed

KNOWLEDGE & SKILLS REQUIRED

- Bachelor's degree in Business Administration, Computer Science, or a related field
- Proven experience as a Business Analyst or similar role
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Knowledge of business process modeling and documentation techniques
- Proficiency in data analysis tools and techniques
- Experience with project management methodologies and tools
- Attention to detail and ability to work independently as well as in a team setting

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: "YOU'LL LOVE DOING BUSINESS WITH US".



Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.

