



Canadian Stewardship
Services Alliance

BUSINESS INTELLIGENCE DATA ANALYST **(6 month contract role)**

Position Summary

Join the dedicated CSSA Business Intelligence and Analytics team as our **Business Intelligence Data Analyst!**

This is a 6 month contract position starting in June 2019.

The high performing Data Analyst will design, create and deliver quantitative models, reports and analyses to key internal and external stakeholders. The Data Analyst will support the objectives and needs of the Business Intelligence & Analytics team and of the organization. These work products will support decision-making at both strategic and tactical levels.

Key Responsibilities

- Create timely and flexible operational and financial models that support planning and analysis, performance measurement, statistical analysis, cost allocations and cost-benefit analysis
- Duties include trending, budgeting, forecasting, segmentation, statistics, ROI and variance analysis
- Collaborate with internal partners to retrieve, consolidate and verify data and information
- Coordinate and organize large datasets from discrete sources; review, validate and manipulate data in support of financial modelling and data management principles
- Recommend and design data processing, documentation and reporting improvements
- Collaborate with internal national team members/staff and external partners (as needed) to retrieve, consolidate and verify data and information
- Conduct external industry research and write reports as required

Required Qualifications/Experience/Skills

- 3 - 6 years of direct experience in advanced MS Excel/ Access modelling to support business, statistical, operational or financial analysis
- Expert Excel and Access database skills + MS Office applications experience. Crystal reports, VBA / SQL knowledge would be assets
- Experience in database projects, data mining, modelling, analysis, planning, forecasting and reporting
- Knowledge of business, finance and accounting, [reverse] supply chain, logistics, statistics and reporting concepts
- Background in business/commerce, statistics, engineering, environmental sciences preferred
- Minimum Bachelor's Degree or designation
- Experience with ERPs' and BI tools an asset e.g. SAP, BOBJ, Cognos, Hyperion



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- Excellent analytical and problem solving skills
- Customer service and process-driven
- Adaptable to fast-changing environments
- Attention to detail and strong focus on information accuracy
- Excellent oral, written communication and presentation skills
- Self-starter and self-managed - ability to multi-task and handle complex assignments effectively
- Highly-motivated to learn, develop and grow within the recycling industry
- Adept to cross functional collaborative execution of work efforts

About Canadian Stewardship Services Alliance

Canadian Stewardship Services Alliance Inc. (CSSA) is a national, non-profit steward founded organization. CSSA represents the recycling interests of Canadian businesses, while working on their behalf to create convenient and environmentally sustainable ways for consumers to dispose of packaging and printed paper. For businesses that participate in recycling programs across Canada, CSSA makes it easy for them to meet their stewardship obligations by providing a harmonized approach to stewardship. The provincial programs that CSSA supports are either fully or partially funded by industry, and include packaging and printed paper recycling programs in British Columbia, Saskatchewan, Manitoba and Ontario.

For more information visit: www.cssalliance.ca

How to apply

Please send your cover letter and CV to humanresources@cssalliance.ca. Please indicate clearly in the subject line which position you are applying for.

Canadian Stewardship Services Alliance is an Equal Opportunity Employer. We thank all applicants for their interest. Only those under consideration will be contacted.