



# Business Analyst

## Position Summary

Join the PMO team as a **Business Analyst**! This is a 6-month contract role starting in July to support the implementation of management and administrative services as well as technical solutions for new recycling programs.

## Key Responsibilities

- Gather requirements from business teams and facilitate consensus of requirements across multiple stakeholders and conflicting inputs
- Develop and maintain Business Analyst governance documents (e.g. BRD, Requirements Matrix) throughout the project lifecycle and manage corresponding technical and functional documents from third party vendors for enterprise applications
- Create and maintain business process documentation including process maps, processes and procedures
- Support the development and maintenance of project management deliverables including plans, schedules, estimates, responsibility and compliance matrices
- Conduct enterprise application testing including leading Quality Assurance, coordinating User Acceptance Testing and supporting Integration Testing, when applicable
- Support the creation and maintenance of job aides, templates and other business user tools related to enterprise business processes and applications
- Coordinate change management communications and training activities for new and continuous improvement initiatives

## Required Qualifications

### Education and Experience

- Required : Bachelor
- Preferred: SAP S/4 HANA
- Additional Preferred Formal Certifications: CBAP or PMP
- 5+ years IT Systems Projects / Business Analysis experience
- 3+ years experience with change management/change control boards
- 3+ years experience with SAP, particularly MM and FICO

### Knowledge/Competencies/Skills

- Highly self-motivated, excel at multitasking and comfortable working in an entrepreneurial environment
- Demonstrated level of initiative and judgment in order to organize and prioritize tasks, workload and projects
- Ability to think strategically about opportunities for business process and/or systems improvement



- Communicates with clarity, verbally and in one on one or group situations, or remotely
- Communicates well in writing by composing clear documents; facility with editing and/or proof-reading is required
- Computer skills to produce effective, spreadsheets, reports, documents and presentations, as required
- Able to apply courtesy, tact and diplomacy in dealing with colleagues in every day working relationships and work with diverse personalities and styles
- Strong analytical and problem solving skills
- Group facilitation and effective presentation skills
- Advanced knowledge of Excel
- Intermediate knowledge of Visio and PowerPoint
- Knowledge of PMBOK, BPM CBOK is an asset

#### Working Conditions

- Potentially 20% of working hours may need to accommodate office hours of our west coast programs for teleconference meetings
- Due to COVID-19, the CSSA team is currently working remotely. This position will work remotely until regular office attendance resumes.

#### **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](http://www.cssalliance.ca)**

#### **How To Apply**

Please send your cover letter and CV to [humanresources@cssalliance.ca](mailto:humanresources@cssalliance.ca) by June 28, 2021. Indicate clearly in the subject line what 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.