



Agilec is looking for dedicated, self-directed team members. We offer an excellent work environment and company benefits. Our mission is to help people and organizations develop their potential. The foundation of Agilec is our six core values that form our approach to serving clients, customers and each other:

***Person Centred, Inclusiveness, Empowering, Team, Excellence, Integrity.***

**Position:** I.T. Business Analyst  
**Status:** Full-time  
**Location:** Oshawa Head Office  
**Address** 419 King Street West, Suite 3560, Oshawa, ON L1J 2K5

**Role Summary:**

The I.T. Business Analyst role is accountable for managing the documentation, initiation, planning, execution and delivery of strategic initiatives. In this role, the Business Analyst will work closely with IT and business partners to collect, clarify, and translate business requirements into documentation and conceptual design. This position requires the ability to work in a fast-paced environment with cross-functional teams.

**Security:** Must be eligible or hold a valid Reliability Status granted by the Canadian Industrial Security Directorate of Public Service and Procurement Canada (fingerprints are required)

**Qualifications:**

- Bachelor's Degree in Business Administration, or a related discipline
- Bilingual French and English

**Experience:**

- Minimum one year Business Analyst and Technical experience
- Strong presentation skills with solid communication capabilities, both oral and written (for specifications and documentation)
- Creative approach to problem-solving with the ability to focus on details while maintaining the "big picture" view
- Experience implementing new systems
- A passion for working within and supporting change management initiatives in areas such as technology adoption

**Accountabilities:**

- Communicate with relevant parties to understand the needs of the teams and the organization as a whole
- Gather business requirements, identify and define business opportunities, and lead the development and implementation of IT solutions that meet business needs
- Present and explain proposals, reports, and findings to executive team
- Create and maintain standards, processes, protocols, and compliance activities
- Generate or update existing user and technical documentation
- Develop or support the development of detailed, structured and complete business requirements and manage the requirements through the project



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lifecycle

- Use data modelling practices to analyse findings and create suggestions for strategic and operational improvements and changes
- Collaborate with executive team to develop strategies and solutions of high business value
- Consider the opportunities and potential risks attached to the suggestions
- Identify the processes and IT required to introduce your recommendations
- Produce written documentation to support your work, report on your findings, and to present to stakeholders when necessary
- Ensure plans are made and processes are created to evaluate the impact of the changes made, including taking responsibility for overseeing and reporting on the evaluation
- Evaluate, test, and recommend new opportunities for enhancing our software, hardware, and IT processes

**Knowledge:**

- Strong knowledge and understanding of business needs with the ability to establish/maintain high level of trust and confidence
- Working knowledge of data privacy, information protection and technical background
- Strong working knowledge of Microsoft Office software

**Hours and Duration:** 40 Hours per week. Eight-hour shifts during hours of operation - Monday to Friday 6:30am – 8:00pm (subject to change)

**Travel:**

- Will be required to travel within or outside of regular working hours to meetings and community events, training, seminars, or to work in other locations
- If use of personal auto is required at any time, then valid driver's license is required; supplemental business insurance may be required

**Hourly Rate:** Commensurate with experience

**How to Apply:**

Please submit a cover letter and resume by e-mail to the attention of Andrew Chambers, VP Information Technology at [jobs@agilec.ca](mailto:jobs@agilec.ca).

Please place **Business Analyst - Your Last Name – VAC** in the subject line of your email.

**Closing Date:** January 15, 2018

Agilec welcomes and encourages applications from people with disabilities. We accommodate disabilities during the selection process.

We thank you for your interest, but only candidates selected for an interview will be contacted.