



**JOB TITLE:** Business Analyst  
**DEPARTMENT:** Information Technology (“I.T.”), Worldsource Wealth Management Inc. (“WWM”)  
**REPORT TO:** Director, Business Systems and Development  
**LOCATION:** Toronto and Markham, ON

**JOB STATEMENT:**

Reporting to the Director, Business Systems and Development and working in a fast-paced environment, the Business Analyst will be responsible for working with all departments and business lines to document requirements, test system implementations and document business processes. This highly motivated and energetic candidate must work with the business as well as the I.T. department to ensure all requests are documented and prioritized.

**ESSENTIAL FUNCTIONS:**

- Working closely with various departments within the WWM and Guardian Capital Group Limited divisions to understand and document all business/systems requirements for new reports, processes, system implementations, etc.;
- Liaising with the business areas and I.T. to evaluate and/or develop solutions based on the requirements;
- Managing the requirements gathering process for scheduled upgrades, migrations and approved projects;
- Investigating and documenting system bugs (Defect Management); and
- Participating in other corporate projects and initiatives as necessary.

**JOB SPECIFICATIONS:**

- Post-secondary degree in Business or Information Technology
- Experience in project management, requirements gathering, documentation and report writing
- 3+ years of experience within the investment industry
- Strong knowledge of Microsoft Word, Excel, MS Project and Visio
- Experience in SQL and data warehouses an asset
- Knowledge of Dataphile OpenView an asset
- Knowledge of Microsoft CRM Dynamics an asset
- Analytical problem-solving skills
- Must be able to work in a team environment
- Strong communication skills

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@worldsourcewealth.com](mailto:hr@worldsourcewealth.com).*

*Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*

