



JOB TITLE: Business Systems Analyst
DEPARTMENT: Information Technology, Guardian Capital Group Limited (“GCG”)
REPORTS TO: Director, Business Systems and Development
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

Reporting to the Director, Business Systems and Development and working in a fast-paced environment, the Business Systems Analyst is 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 units as well as the I.T. department to ensure all requests are documented and prioritized.

ESSENTIAL FUNCTIONS:

- Working closely with various departments within the Worldsource Wealth Management Inc. and GCG families to understand and document all business and systems requirements for new reports, processes, system implementations, etc.;
- Liaising with the business areas and the I.T. team to evaluate and/or develop solutions based on the requirements;
- Managing requirements gathering for scheduled upgrades, migrations and approved projects;
- Investigating and documenting system bugs (defect management); and
- Participating in other corporate projects and initiatives as necessary.

QUALIFICATIONS:

- Post-secondary education in Business or Information Technology
- Experience in project management, requirements gathering, documentation and report writing
- 3+ years’ 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 and OpenView an asset
- Knowledge of Microsoft CRM Dynamics an asset
- Analytical problem-solving skills
- Ability 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@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital 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.