

**JOB TITLE:** IT Business Analyst  
**DEPARTMENT:** Information Technology, Guardian Capital Group Limited (“GCG”)  
**REPORTS TO:** Director, Project Management Office (“PMO”)  
**LOCATION:** Toronto, ON

## **JOB STATEMENT:**

Reporting to the Director, PMO, the IT Business Analyst will have expertise in both information technology and business administration and will be responsible for enhancing the quality of IT products and services, analyzing data to inform business decisions, and finding technological solutions to business needs. On approved projects, their main responsibilities will be to lead all documentation of process flows, business and functional requirements, and performing user acceptance testing. This self-motivated and energetic candidate must be a professional who is highly analytical and able to understand business needs.

## **ESSENTIAL FUNCTIONS:**

- Communicating with stakeholders within the Guardian family of companies to understand and document all business/systems requirements for new reports, processes, and system implementations on approved projects;
- Liaising with the business units and IT to evaluate and/or develop solutions based on requirements;
- Developing process maps, gathering requirements and documenting them in formal Business Requirement Documents, writing scope documents, detailed design/specification documents, user stories, acceptance criteria, and use cases;
- Supporting prioritization of requirements and estimation of effort;
- Writing test cases and conducting test case reviews;
- Coordinating with developers to build and implement technology solutions;
- Investigating and documenting system bugs (defect management);
- Coordinating with cross functional team, stakeholders and business leaders;
- Providing data-driven recommendations and reports to business;
- Performing user acceptance testing, monitoring project performance, conducting meetings to share ideas and discuss issues, monitoring project status, and ensuring timely completion of the tasks; and
- Performing product demos.

## **QUALIFICATIONS:**

- Post-secondary education in Business or Information Technology
- Experience with project management principles, requirements gathering, business and technical documentation and report writing
- 5+ years of experience within the investment industry is preferred
- 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 CRM applications (Microsoft CRM Dynamics, Salesforce) an asset
- 3+ years of experience in an AGILE software delivery environment
- Excellent documentation skills
- Ability to create reports and deliver presentations
- Planning and time management skills

- Excellent analytical problem-solving skills
- Exceptional interpersonal skills
- Excellent verbal and written communication skills
- Strong attention to detail
- Extremely collaborative in a team environment

**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](mailto: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.*