Business Systems Analyst – Vancouver

This year, Odlum Brown celebrates its 99th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 23 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We have an opportunity for a Business Systems Analyst (BSA) to join our award-winning firm in the Vancouver office.

Reporting to the Manager, Business Solutions, you will be part of the Business and Technology Solutions team. The ideal candidate is proficient in SharePoint Online and Microsoft Teams, and a self-starter with strong Business Systems Analyst experience.

You will work closely with business units, functional leaders and subject matter experts (SMEs) to identify, develop, deploy and support the Microsoft 365 Enterprise suite of applications, primarily SharePoint Online and MS Teams. You will help build our technology capabilities, bringing forward business and data solutions that support the continued growth of our investment management business across multiple technology platforms. The BSA will also be responsible for executing day-to-day configuration, support, maintenance and improvement of our systems.

RESPONSIBILITIES

- Functional and Technical Analysis

Suite 1100 – 250 Howe Street | Vancouver, BC V6C 3S9
Main 604 669 1600 | Toll Free 1 888 886 3586 | Fax 604 681 8310
VANCOUVER KELOWNA VICTORIA CHILLIWACK COURTENAY LANGLEY

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BEST MANAGED COMPANIES
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- o Lead initiatives and engage business and technology teams to discover business needs
- o Analyze, document, design, configure, develop, test and deliver technology solutions to complex business challenges
- o Continuous engagement and collaboration with internal stakeholders, SMEs and end-users to understand and document their needs, business processes and objectives
- o Facilitate the evaluation of requests and requirements and explain their feasibility to internal teams
- o Collaborate with database developers to manage data feeds and other integrations
- Vendor Management
  - o Work with vendors and project teams to ensure that the configured solution meets the business and user needs
- Quality Assurance
  - o Create and execute test plans
  - o Participate actively with the overall testing and troubleshooting of new and enhanced functions
  - o Partake in the change management process by communicating technical impacts of changes

KNOWLEDGE AND EXPERIENCE

- 2 years' experience as a Business Systems Analyst working with internal clients
- Must have experience implementing, configuring and managing the Microsoft 365 Enterprise suite of applications, including SharePoint Online and Microsoft Teams
- Must have experience managing the development, configuration, deployment and support of low-code solutions in Power Automate and Power Apps
- Solid understanding of web technologies, including content management systems and web analytics tools
- Ability to assess the impact of new requirements, upstream and downstream applications, systems and processes
- Demonstrated experience in data analysis, including proficiency with SQL
- Excellent time management and prioritization skills, with a can-do attitude
- Exceptional verbal and written communication skills, with ability to communicate effectively at all levels of the organization
- Experience in the financial (investment management) industry is an asset
- Experience with Salesforce, DocuSign and Dataphile is an asset
- Experience with custom web development and software development is an asset
- Experience with SQL Server administration and report development using SQL Server Reporting Services is an asset

Our team is growing, and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **July 22, 2022**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.

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