BUSINESS ANALYST

SUMMARY OF JOB FUNCTIONS:
The Business Analyst is dedicated to supporting and serving the Organization's business units by aligning business solutions with business strategies. Working collaboratively with the business units, the Business Analyst is responsible for the analysis of business unit needs, understanding and documenting business processes, and continually evaluating and recommending alternatives and/or enhancements to current processes and systems.

RESPONSIBILITIES:
- Develop a solid understanding of business unit processes and needs and continually seek opportunities to improve and deepen relationships while effectively managing expectations.
- Investigate, identify, and analyze core business processes, workflows and requirements to ensure that business area needs are understood and documented.
- Collaborate with business units in order to facilitate the business unit needs with effective solutions.
- Engage with key stakeholders at various levels to understand business unit challenges and related processes, in order to derive business requirements.
- Elicit user needs accurately in order to deliver the right products and services.
- Ensure client is informed of problems, issues, and resolutions.
- Produce quality functional specifications to be used by the development team for the implementation of business solutions.
- Conduct and document gap analysis of systems and processes.
- Assist in the business process redesign and documentation as needed for new business process or technology.
- Lead user acceptance testing, validate test results and develop user test cases.
- Update and communicate with stakeholders throughout the project life cycles.
- Provide user training of new and/or changed business process/technology.

REQUIREMENTS:
- Degree/Diploma in Business Administration, Computer Science, Information Systems, or other related field, or equivalent work experience.
- Working towards business analyses certificate/designation preferred.
- Minimum 1 to 3 years progressive experience using a formal methodology for gathering and documenting business requirements; design and analysis experience.
- Ability to facilitate meetings and conduct requirements gathering interviews.
- Minimum 1-3 years progressive experience assisting developers with preliminary testing and creating documented test plans and test grids to enable the business areas to perform testing.
- Demonstrated competency using MS Office tools (Word, Excel, Power Point). SQL Query experience a definite asset.
- Insurance experience and working knowledge of CRM (MS Dynamics) would be considered an asset.
- Analytical, organized, results oriented; ability to multi-task and meet deadlines.
- Excellent verbal and written communications tailored appropriately to the audience.
- Customer focused team player with a "Can-do" attitude.

Please apply via email to: HR@orican.com. We appreciate all interested applicants; however, only those selected for an interview will be contacted.

Old Republic Canada is an equal opportunity employer. Accommodations will be provided for qualified applicants with a disability throughout all parts of the hiring process. If you require an accommodation due to a disability, please contact HR@orican.com and we will work with you to determine an appropriate accommodation.