



B.G.E. SERVICE & SUPPLY LTD.

Business Analyst

B.G.E. Service & Supply Ltd. provides quality filtration solutions for people, places, and processes. To further our growth and success, we are looking for a self-motivated, solutions driven individual to work alongside our Edmonton team in the role of Business Analyst. Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Whatever it Takes, and Be the Experts.**

The Business Analyst is primarily responsible for facilitating and supporting the implementation of continuous improvement initiatives related to a variety of types of business processes and software systems, including analyzing and modelling current and future state.

Responsibilities:

- Examining business data & processes, identifying data integrity challenges and/or business process gaps, and suggesting recommendations to reduce them, including participating in fixing the issues.
- Building and presenting training modules using a variety of software applications for all aspects of the business.
- Scoping and developing business reports for a variety of users.
- Analyze data sets and business process gaps, with the ability to communicate findings in writing and verbally. Facilitate meetings to determine corrective actions.
- Translate business function requirements into system requirements and work closely with IT to develop any software solution.
- Design and implement change control, data analytics, and testing procedures, supporting the Continuous Improvement Manager on various projects.
- Identify, develop, and create standard business reporting tools by organizing and modifying existing reports as well as creating new customized business reports based on the needs of corporate office or the branches, primarily using Power BI software.
- Develop training modules and presentations for the business, using a variety of software programs.
- Resolve data integrity issues, ensuring accurate and detailed testing of problems/solutions are done.
- Collaborate with internal end-users (data owners and department managers) and senior management to identify valid business needs for information, reporting, analytics, and data integration.
- Research appropriate software solutions, analyzing advantages/disadvantages of potential acquisitions. Participate in training/implementation project, when required.



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Qualifications/Experience:

- Recent post-secondary education or experience in IT/IS required. Power BI training is an asset, as well as a background in lean principles.
- Strong understanding, experience and skills in troubleshooting a variety of technology, data sets and business processes.
- A comprehensive understanding of enterprise business applications and software standings.
- Good communication, customer service and presentation skills.
- Strong organizational and time management abilities.
- Excellent problem-solving skills.
- Must be self-motivated and a team player.
- Ability to travel.
- Must possess a Valid Class 5 Driver's License and Driver's Abstract that meets The Filter Shop requirements.
- Must be authorized to legally work in Canada.

What we can offer you:

- Competitive compensation.
- Benefits package and RRSP matching program.
- Supportive work environment.
- Opportunities for training and development.

When submitting your application, please include, within your cover letter, which one of our core values (Together We Are Better, Whatever it Takes, or Be the Experts) stands out to you the most and why.

Please submit your application to careers@thefiltershop.com or fax it to (780) 437-2133 - please reference the job title and location when you apply.

B.G.E. Service & Supply Ltd. hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.

We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.