



# BUSINESS ANALYST

Join our dedicated National team as a **Business Analyst!** The incumbent supports the implementation of new and continuous improvement initiatives across the enterprise and acts as the subject matter expert for enterprise applications and business processes within their assigned domain area.

## Your Key Responsibilities:

### Change Management:

- Gather requirements from business teams and facilitate consensus of requirements across multiple stakeholders and conflicting inputs.
- Participation in solution design reviews and champion harmonization of enterprise application configurations while meeting business requirements.
- Contribute to prioritization of concurrent change activities and maintenance support and drive solution delivery in to meet testing timelines.
- Develop and maintain Business Analyst governance documents (e.g. BRD, Requirements Matrix) throughout the project lifecycle and manage corresponding technical and functional documents from third party vendors for enterprise applications.
- Create and maintain business process documentation including process maps, processes, and procedures.
- Support the development and maintenance of project management deliverables including plans, schedules, estimates, responsibility, and compliance matrices.
- Conduct enterprise application testing including leading Quality Assurance, coordinating User Acceptance Testing, and supporting Integration Testing, when applicable.
- Support the creation and maintenance of job aides, templates and other business user tools related to enterprise business processes and applications.
- Coordinate change management communications and training activities for new and continuous improvement initiatives.

### Ongoing Support:

- Act as a Subject Matter Expert (SME) to business teams on the use of enterprise applications and the execution of associated business processes.
- Conduct system health checks and provide recommendations on continuous improvement to applications or business processes as applicable.
- Participate in and lead, where applicable, onboarding and orientation sessions for new and existing team members.
- Support periodic application maintenance through the execution of regression tests, validations of datasets and completion of health check activities.

### Enterprise Objectives:

- On an ongoing basis, track completed tasks on initiatives to support status and financial reports at project, program and enterprise levels as required.
- Actively participate in the performance management process with an eye to continually improving performance and personal effectiveness to achieve career objectives.
- Contribute to the development of the team's Annual Operating Plans in alignment with enterprise goals.

### Interpersonal/Communications:

#### Internal Relationships



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- All teams

#### **External Relationships**

- Application vendor partners

## **What you bring:**

### **Education:**

- Bachelor's Degree required.
- SAP ECC training preferred.
- PMP or CBAP certification preferred.

### **Experience:**

- 5+ years IT Systems Projects / Business Analysis experience.
- 3+ years experience with change management/change control boards.
- 3+ years experience with SAP, particularly FI/CO.
- SD and/or MM experience is an asset.
- S/4 HANA experience is an asset.

### **Knowledge/Competencies/Skills:**

- Highly self-motivated, excel at multitasking and comfortable working in an entrepreneurial environment.
- Demonstrated level of initiative and judgment in order to organize and prioritize tasks, workload and projects.
- Ability to think strategically about opportunities for business process and/or systems improvement.
- Communicates with clarity, verbally and in one on one or group situations, or over the telephone.
- Communicates well in writing by composing clear documents; facility with editing and/or proof-reading is required.
- Computer skills to produce effective, spreadsheets, reports, documents, and presentations, as required.
- Able to apply courtesy, tact, and diplomacy in dealing with colleagues in every day working relationships and work with diverse personalities and styles.
- Strong analytical and problem-solving skills.
- Group facilitation and effective presentation skills.
- Advanced knowledge of Excel.
- Intermediate knowledge of Visio and PowerPoint.
- Knowledge of PMBOK, BPM CBOOK is an asset.

## **Working Conditions**

- Based in Toronto office.
- Potentially 20% of working hours may need to accommodate office hours of our west coast programs for teleconference meetings.
- Occasional travel for onsite data gathering sessions and deployments.

## **About Us**



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Circular Materials is a national producer-led not for profit organization that supports producers in meeting their obligations under extended producer responsibility regulations across Canada. We are committed to building efficient and effective recycling systems to minimize waste, and ensure materials are reused again and again. Through the support of our founders and member producers, Circular Materials is implementing a national harmonized approach focused on improving recovery rates, meeting the needs and expectations of consumers, and protecting the natural environment. The team is currently working remotely.

For more information visit: <http://www.circularmaterials.ca>

## What We Care About

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our small, dedicated team, our service partners, and our stakeholders. Our values of innovation, trust, knowledge, service, and respect should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a Professional Development benefit, Personal Wellness Benefit, RRSP matching program, and medical/dental group benefit coverage.

## Apply Now!

Think you would be a good fit for our **Business Analyst** position? We want to hear from you!  
Please send your cover letter and CV to [humanresources@circularmaterials.ca](mailto:humanresources@circularmaterials.ca) by March 9, 2023.

Circular Materials is an Equal Opportunity Employer. We thank all applicants for their interest. Only those under consideration will be contacted.