



# BUSINESS PROCESS ANALYST

Join our dedicated project management team as a **Business Process Analyst!** The incumbent supports the implementation of new and continuous improvement initiatives across the enterprise and acts as the subject matter expert for enterprise business processes.

## Your Key Responsibilities:

### Strategy & Planning

- Chart existing business processes in order to define current business activities for the development of procedures and models.
- Meet with decision makers, systems owners, and end users to define business, financial, and operations requirements and systems goals.
- Research, review, and analyze the effectiveness and efficiency of existing processes and develop strategies for enhancing or further leveraging these processes.
- Prototype new procedures for the purpose of enhancing business processes, operations, and information process flow.
- Prepare and deliver reports, recommendations, or alternatives for improving processes in operating systems across the organization.
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### Operational Management

- Develop, standardize, and maintain new or improved processes based on findings and analysis.
- Communicate process changes, enhancements, and modifications – verbally or through written documentation – to management, peers, staff, and other employees so that issues and solutions are understood.
- Create process models, specifications, diagrams, and charts to provide direction to system programmers.
- Liaise with various business groups in the organization to facilitate implementation of new or improved business processes.
- Coordinate and perform in-depth tests, including end-user reviews, for modified and new processes, and other post-implementation support.

## Interpersonal/Communications:

### Internal Relationships

- All teams

### External Relationships

- Application vendor partners

## What you bring:

### Education:

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

### Experience:



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- 3+ years IT Systems Projects / Business Analysis experience.
- 3+ years experience with change management/change control boards.
- Proven experience with business and technical requirements analysis, business process modeling/mapping, methodology development, and data modeling.
- Extensive practical knowledge in importing data for use in report software, spreadsheets, graphs, and flowcharts.
- Ability to create systematic and manual operations procedures in both technical and user-friendly language.
- Extensive experience with core software applications, including Visio
- Experience working with Microsoft Whiteboard or MIRO is an asset.
- Demonstrated project management skills and project management software skills

#### **Personal Attributes**

- Able to exercise independent judgement and take action on it.
- Excellent analytical and creative problem-solving skills.
- Excellent listening, interpersonal, written, and oral communication skills.
- Logical and efficient, with keen attention to detail.
- Highly self motivated and directed.
- Ability to effectively prioritize and execute tasks while under pressure.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment.

#### **Working Conditions**

- Based in Toronto office. Expectation of remote work for duration of the contract.
- Potentially 20% of working hours may need to accommodate office hours of our programs in other time zones for teleconference meetings.
- Occasional travel for onsite data gathering sessions and deployments.

#### **About Us**

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.



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## **Apply Now!**

Think you would be a good fit for our **Business Process 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 27, 2023.

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