



Business Systems Analyst

Operations / Systems/ Manufacturing

The Opportunity

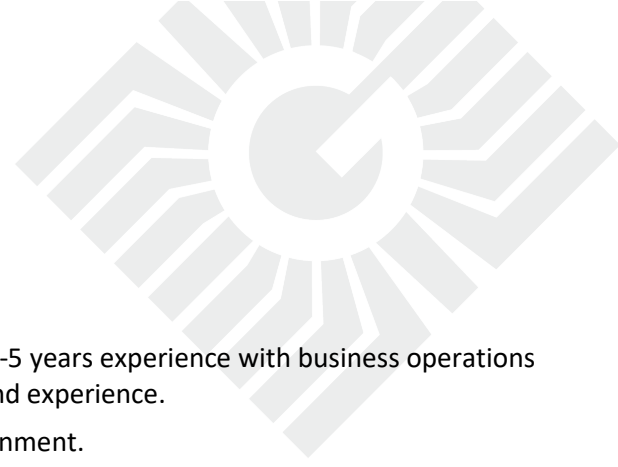
We are growing and looking for a motivated **Business Systems Analyst** to join the Operations team working in Moncton, New Brunswick.

Objective & Summary

- Analyze, design, implement, maintain, modify, and enhance business systems applications, most specifically Project Management and ERP applications.
- Provide information compilation and analysis expertise to management, delivering timely and actionable intelligence to various department and business unit leaders.
- Provide technical and application support to internal and external user group members, supporting daily operations and continuous improvement initiatives.

Principle Duties & Responsibilities

- Act as a liaison between IT and operational business units.
- Administrator for Microsoft SQL Database Server, Microsoft IIS Application Server, Syspro ERP, Atlassian Jira Process and Issue Tracking Software, Microsoft Exchange Server, and Network Infrastructure.
- Database Development and Administration creating database objects like tables, stored procedures, views, functions, etc.
- Perform ERP system configurations, upgrades and customizations, data backup and disaster recovery procedures as needed.
- Analyze and troubleshoot ERP system and supporting systems issues reported by end-users: providing instruction, assistance and support to the ERP system end-users.
- Support IT strategies, policies, and procedures by evaluating current organizational requirements and anticipated needs (user experience, general and remote access, security, system and data recovery, etc.)
- Keep abreast of new and emerging IT technologies and practices; regularly communicate with management as to the potential impacts (benefits/threats) to the business.
- Implement, design, and deploy advanced Syspro modules and 3rd party software integration with ERP for upgrades and future functionality expansion.
- Support IT business processes and continuous improvement initiatives.
- Support Information Technology (IT) business systems and IT infrastructure within the organization.
- Synthesize current business intelligence or trend data to support recommendations for action.
- Manage timely flow of business intelligence information to users.
- Additional duties as required.



Education, Training & Experience

- Bachelor's Degree in business or Computer Science and a minimum of 3-5 years experience with business operations or systems development, or the equivalent combination of education and experience.
- Minimum of two (2) years work experience in the Manufacturing environment.
- Previous ERP experience (Syspro preferred).
- Two or more years experience administering corporate computer networks; demonstrating knowledge of hardware, software and system security implementation and maintenance.
- Strong knowledge of Microsoft Solutions, (MCSE) Certification (or similar) preferred.

Preferred Skills and Competency Requirements

- Knowledge and proficiency with Microsoft Office 365 Suite, Microsoft SQL Server, Microsoft IIS Application Server, Microsoft Exchange Server, Network Administration and Microsoft SharePoint.
- Knowledge and strong proficiency with ERP Systems Administration.
- Advanced knowledge and proficiency with MS Office Products; Word, Excel, Power Point, Access.
- Good Understanding and experience with Project Management, Customer Relationship Management and Business Analytics software tools and processes.
- Scripting language and macro creation experience (Visual Basic, XML, Microsoft Visual Studio Suite) with general development knowledge.
- Knowledge of network security, remote connectivity and wireless communication technology and related assets.
- Strong mathematical and computational skills.
- Critical thinking and problem-solving skills combined with a high degree of personal accountability.
- Strong conceptual and analytical skills.
- Highly motivated self-starter.
- Business acumen and understanding of general business practices.
- Strong verbal and written communication skills; able to effectively communicate with individuals at all levels of the organization.
- Able to design, document and demonstrate complex business processes.
- Lead business process and application implementations and user training sessions in an engaging manner.

Preference will be given to applicants that can prove a successful track record.

Only those who will be considered for the next step of the application process will be contacted.

Please email resume and cover letter to mattatall.j@greystoneenergy.com