

Business Systems Analyst

Operations / Systems/ Manufacturing

Moncton, New Brunswick

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

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, CRM 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 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 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.
- 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.
- Microsoft Certified Solutions Experts (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 proficiency with ERP Systems Administration.
- Advanced knowledge and proficiency with MS Office Products; Word, Excel, Power Point, Access.
- Knowledge 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)
- 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 accounting 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.

Please provide at least three (3) reference names and email addresses of people who are very familiar with your skills, abilities and experience. All references will be contacted for successful candidates.

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

Applications should be forwarded to Sima Eskandari, HR Manager
Eskandari.s@greystoneenergy.com