

**BUSINESS ANALYST  
SUMMER STUDENT – FULL TIME TERM**

Reporting to the Director, Technology Planning and Architecture, the Business Analyst summer student is responsible for translating technical details into understandable terms to ensure both technical and non-technical stakeholders make optimal technical decisions

**Duties:**

- Analyze existing business processes to identify areas where technology solutions can be applied effectively.
- Maintain and develop comprehensive documentation for assigned projects and tasks.
- Liaison between technical teams and business stakeholders.
- Other duties as assigned.

**Primary Qualifications:**

- Minimum of 1 year completed education in a Post-Secondary Institution with a focus towards Business Information Technology, Business and System Analysis.
- RRC Polytech / Data Science and Machine Learning, RRC Polytech / Application Development and Delivery, RRC Polytech Full Stack Web Development.
- Ability to understand and document existing business processes to effectively automate tasks and optimized workflows.
- Excellent communication skills for collaborating with different teams and departments.
- Effective communication skills (both written and verbal).
- Excellent customer service skills
- Knowledge of Windows OS, Office Suite applications and troubleshooting skills.
- Working knowledge of analysis and design tools such as Visio, etc..
- Intermediate skills in Microsoft Office (Word, Excel, Outlook)
- Core competencies for this position include customer service, teamwork and cooperation, communication, self-development and initiative, valuing diversity, integrity and building trust, achieving quality results, technical/professional knowledge. These competencies are deemed important for the success of the position.

**Interested Individuals should apply by submitting a current resume and application to:**

**Email:** [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by February 15, 2024.**

We thank all interested applicant, however, only those selected for interviews will be contacted.