

**COGNOS REPORT DEVELOPER
SUMMER STUDENT – FULL TIME TERM**

Reporting to the Manager, HR Systems, the summer student will be working with direction and support from the HRMS Report Analyst along with various Analysts within the HR System department.

Duties:

- Create / update report specification documents
- Standardize reports (ie. Formatting for report header/footers etc.)
- Work on replacing hard coding in reports
- Develop reports
- Help maintain data management (data dictionary, report / ticket tracking)
- Meet with business user and define requirements
- Perform data validation
- Other duties as assigned

Primary Qualifications:

- Enrolled in degree or diploma with a focus in Computer Science, Business, IT/Development, HR Analytics, or related discipline.
- Advanced skills in Microsoft Office (Word, Excel, Power Point and Outlook).
- Strong analytical skills and exceptional skills in creative problem solving
- Strong organizational and time management skills, coupled with the ability to execute tasks in a fast-paced environment
- Experience in SQL is considered an asset.
- Experience with Cognos or similar reporting program is considered an asset.
- Detail orientated along with the ability to grasp overall department objectives.
- Strong communication skills, both verbal and written
- Working knowledge of HR business processes, functions and supporting systems would be considered an asset.

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

Email: careers@mbl.ca

All applications are due by January 26, 2023.

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