

## CAREER OPPORTUNITY – BUSINESS ANALYST

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### ABOUT THE PLAN OFFICE OF THE IWA-FOREST INDUSTRY PENSION AND LTD PLANS

Established to support Canadian forestry workers and their families, the IWA-Forest Industry Pension and LTD Plans provide pension and disability benefits and rehabilitation services to members.

With over \$3.6 billion in assets, 450+ participating employers and 70,000 members, the IWA-Forest Industry Pension Plan is one of Canada's top 100 pension funds, and is one of the top three private pension funds in BC. The IWA-Forest Industry LTD Plan was created almost a decade after the pension plan, and now serves over 12,000 members across western Canada.

The plans are intended to supplement government retirement benefits and provide financial protection in the event of illness and injury. They are a valuable part of members' financial security in retirement and beyond. Both plans are administered by the Plan Office, which manages plan assets and benefits. At the Plan Office, our members are our number one priority, and we take pride in offering exceptional service—whether we're dealing with members, participating employers, union locals or each other. Working at the Plan Office, you'll enjoy competitive benefits, a work-life balance, and a close-knit work culture.

### WHO YOU ARE

The Business Analyst (BA) is a systems generalist, with a strong working knowledge of business processes and systems. You understand the business functions and processes from end to end; including the system, data generated and used, and the interaction with other systems and processes. The position is the intermediary between the business and the various support teams, leading, collecting, clarifying and translating business requirements into documentation and designs from which solutions are delivered.

Along with a passion to documenting processes, procedures and creating policies, you will be responsible for:

- Project coordination
- Data analysis and reporting
- Testing, validation and release changes to system as required
- Development and delivery of training as required
- Primary contact for internal and external auditor

## YOU HAVE/ARE

- Bachelor's degree preferred in information systems, business management, computer science, or related discipline, plus five or more years of experience in a business analyst role; or, an equivalent combination of education and experience will be considered.
- Experience working with relational databases (Oracle Database) and an application framework (Oracle Forms & Reports). Familiarly with industry framework (COBIT, ITIL, NIST, etc.)
- Knowledge of PL/SQL and ability to write complex SQL queries.
- Excellent written, verbal communication and interpersonal skills together with a customer service focus and a professional and respectful approach towards all levels of the organization.
- Strong planning and organizational skills with the ability to balance competing priorities and effectively deal with changing situations or priorities.

## ADDITIONAL INFORMATION

The IWA—Forest Industry Pension and LTD Plans are responsible for the management and protection of large amounts of confidential information. All employees are expected to understand the requirements of and act in accordance with provincial privacy laws as well as to adhere to internal controls and policies to ensure confidential information is not revealed to or distributed or discussed with anyone other than as required to perform the duties of the position.

We thank you for your application; however, only successful applicants will be contacted.

## HOW TO APPLY

Please forward your resume with cover letter to [hr@iwafibp.ca](mailto:hr@iwafibp.ca) before Friday, August 31, 2018.