

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

ERP Business Analyst and IT Project Lead

The incumbent acts as a liaison between departments and Information Technology staff in order to proactively identify and bring strategic initiatives (including Corporate ERP) from concept to implementation while ensuring service excellence to internal and external clients. Provides project management guidance and enables clients to derive maximum benefit from their business specific applications and client systems.

Successful applicants will possess the following:

- A four-year degree in Business Administration, Information Technology or Computer Science.
- Certification as a Project Management Professional, Certified Business Analyst Professional (CBAP) or Certification of Competency in Business Analyst (CCBA) is preferred.
- Three years relevant work experience to include:
 - Business analysis related to ERP Products such as SAP and Oracle;
 - ERP implementation experience with at least two of following processes: A/P, Fixed Assets, Procurement, Requisitions Management, General Ledger; and
 - Project management, business requirement analysis and business process mapping and design.
- Must maintain a current working knowledge of applicable technology and demonstrate an ability and willingness to adopt new technology and best practices as required.
- Demonstrable effective leadership, project and time management, analytical and troubleshooting skills.
- Ability to maintain confidentiality and integrity of information and data.
- Ability to work independently under minimum supervision.
- Strong interpersonal skills with the ability to collaborate and work effectively with a team.
- Knowledge and experience with Program Portfolio and Project Management tools and proficiency with MS Office (Word, Excel, Project, PowerPoint, Visio) and Outlook.
- Excellent communication skills including the ability to clearly communicate technical/complex information both verbally and in writing using lay terminology.
- Ability to facilitate meetings, including agenda and minutes preparation.
- Must be willing to work irregular hours, including evenings and weekends.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must possess a valid Class "G" Ontario Driver's Licence and provide ongoing consent to conduct Driver's Abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation includes a comprehensive benefits package, pension plan and an annual salary starting at \$41.41/hr (based on a 35 hour work week).

Qualified candidates may submit a detailed resume or online application form by **Friday, September 20, 2019** to:

Recruitment Specialist

Human Resources Department

One The Esplanade

Pickering, ON L1V 6K7

By Email: hr@pickering.ca

By Fax: 905.420.4638

Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

An Equal Opportunity Employer