



**JOB TITLE:** Business Systems Analyst  
**DEPARTMENT:** Information Technology, Guardian Capital (GCG)  
**REPORTS TO:** Director, Business Systems and Development  
**LOCATION:** Toronto & Markham, ON

**JOB STATEMENT:**

Working in a fast paced environment, the Business Systems Analyst is responsible for working with all departments and business lines documenting requirements, processes, testing system implementations, analysis, troubleshooting and solving application related issues. This highly motivated and energetic candidate must work with the business as well as the IT department to ensure all requests are documented and prioritized.

**ESSENTIAL FUNCTIONS:**

- Working closely with various departments within the Guardian and Worldsource families to understand and document all business/systems requirements for new applications, processes, system implementations, enhancements, support, etc.;
- Liaising with the business areas and I.T. to evaluate and/or develop solutions based on the requirements;
- Liaising with the business areas and I.T. to troubleshoot and deliver solutions based on individual applications;
- Primary support for business application improvements and maintenance activities;
- Managing requirements gathering for scheduled upgrades, migrations and approved projects;
- Investigating and documenting system bugs (Defect Management); and
- Participating in other corporate projects and initiatives as necessary.

**QUALIFICATIONS:**

- Post-secondary education in Business or Information Technology.
- Experience in requirements gathering, documentation, report writing and application support.
- 5+ years' experience within the investment industry.
- Strong knowledge of Microsoft Word, Excel, MS Project and Visio.
- Strong knowledge of Microsoft CRM Dynamics & Salesforce.
- Strong knowledge of Dataphile and Dataphile OpenView.
- Analytical problem-solving skills.
- Must be able to work in a team environment.
- Strong communication skills.

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [careers@guardiancapital.com](mailto:careers@guardiancapital.com). Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*