



Business Analyst

Do you want to work for a company that helps build clean, healthy indoor air environments? BGE is looking for an organized individual with an analytical personality to work alongside our **Edmonton team** in the role of **Business Analyst**. Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Striving For Excellence, and Be the Experts**.

This position is responsible for facilitating and supporting data analytics, data governance and reporting initiatives.

The Company:

BGE provides services and products to organizations that care about clean air. Through its focus on strong customer relationships and an integrated service and product offering, BGE delivers industry knowledge and advisory support, enabling organizations to build and maintain clean, healthy indoor air environments.

Responsibilities:

- Examining business data & processes, identifying data integrity challenges and/or business process gaps, and suggesting recommendations to reduce them, including participating and/or leading in fixing the issue(s).
- Collaborate with internal end-users (data owners and department managers) and senior management to identify valid business needs for information, reporting, analytics, and data integration.
- Identify, develop, and create standard business reporting tools by organizing and modifying existing reports as well as creating new customized business reports based on the needs of corporate office or the branches, primarily using Power BI software.
- Resolve data integrity issues, ensuring accurate and detailed testing of problems/solutions are done.
- Create and maintain documentation repository of the existing and new reports, data transformations and processes as needed for future maintenance.
- Translate business function requirements into system requirements and work closely with IT to develop solutions that meet our user's needs.
- Develop training modules and presentations for the business, in support of our business users.
- Research appropriate software solutions, analyzing advantages/disadvantages of potential acquisitions. Participate in training/implementation project, when required.



Qualifications:

- Post-secondary degree in business, computer sciences, mathematics or any other applicable field.
- Strong understanding, experience and skills in troubleshooting a variety of technology, data sets and business processes.
- Strong knowledge and skillset with commonly used databases, analysis, and programming (eg. SQL, CRM, Data lake, R).
- High Proficiency with Microsoft Office Suite (Outlook, Excel, Access, PowerPoint, Power BI)
- A comprehensive understanding of enterprise business applications and software standings.
- A comprehensive understanding of statistical analysis methods.
- Good communication, customer service and presentation skills.
- Strong organizational and time management abilities.
- Excellent problem-solving skills.
- Must be self-motivated and a team player.
- Power BI training is an asset, as well as a background in lean principles.

What we offer:

- Competitive compensation
- Benefits package and RRSP matching program
- Supportive work environment
- Opportunities for training and development

Please submit your resume and cover letter to careers@bgecleanair.com and reference the job title and location when you apply.

BGE hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.

We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.