



## HRIS Analyst – Vancouver

This year, Odium Brown celebrates its 96<sup>th</sup> anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 20 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

### CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

### PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

### COMMUNITY

We are serious about supporting the communities where we live and work. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

### PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

### THE OPPORTUNITY

We have an exciting opportunity for a permanent, full-time HRIS Analyst to join our award-winning firm in Vancouver. This role reports to the Vice President, Organization Development and will work closely with the Vice President, Operations in the implementation of a new HRIS for our firm.

This successful candidate will be a subject matter expert and will be a key driver to implement, deliver and administer a full-suite HRIS, Ceridian Dayforce. You will have the opportunity to impact and influence key stakeholders and provide strategic direction throughout the HRIS implementation and beyond.

### RESPONSIBILITIES

- Functional and Technical Analysis
  - Meet with internal stakeholders and users to map and document business requirements, systems and processes into specifications and solutions
  - Ensure a consistent and reliable approach is used to gather requirements in the development of data driven HR strategies
- HRIS Implementation
  - Drive the implementation of Ceridian Dayforce within a specified project deadline



- Support the set-up, configuration, testing, training and on-going maintenance of the HRIS
- Utilize change management practices to help the team and organization manage through change
- Collaborate with vendors and project teams to ensure that the configured solution meets the business and user needs
- HRIS Administration and Analysis
  - Develop and implement HRIS procedures and best practices that align with business needs
  - Maintain processes, systems, procedures, logs, and materials to support all HRIS administration and training
  - Create and generate regular and ad-hoc reporting analytics to support and monitor strategic business decisions and processes for continuous improvement and to drive value
  - Address and troubleshoot ad-hoc queries and issues from employees, internal HR stakeholders and business leadership
- Quality Assurance
  - Active participation with the overall testing and troubleshooting of new and enhanced functions
  - Maintain data integrity in HRIS by running queries to validate interfaces, processes and data
  - Provide leadership on all HRIS projects and partner with the HR team to evaluate the effectiveness of existing human resources programs, initiatives and strategies
  - Identify gaps and opportunities and recommend improvements

## KNOWLEDGE AND EXPERIENCE

- 5+ years of technical experience in HRIS implementation and administration
- Strong understanding of functional Payroll, Benefits and HR business processes to contribute to the design and training of our systems
- Degree/diploma in Information Management, Human Resources, Business Administration, or a related field
- Experience with implementing and administering Ceridian Dayforce is essential
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Self-starter with the ability to work independently and co-operatively with business and technical resources
- Strong organizational skills in managing and prioritizing a complex and time-sensitive project and work load
- Exceptional interpersonal skills with demonstrated capabilities in providing a business partner service
- Excellent verbal and written communication skills

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to [hr@odlumbrown.com](mailto:hr@odlumbrown.com) by **May 3, 2019**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.