



## Business Systems 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

Reporting to the Manager, Business Solutions, the Business Systems Analyst (BSA) will help build our Salesforce Lightning capabilities, bringing business and data solutions to support the continued growth of our investment management business. The BSA will work closely with business units, functional leaders and subject matter experts (SMEs) to identify, develop and deploy data and Salesforce solutions. This role will focus on Salesforce, data analysis and administration. The BSA will also be responsible for executing day-to-day configuration, support, maintenance and improvement of our CRM platform.

### RESPONSIBILITIES

- Functional and Technical Analysis
  - Continuous engagement and collaboration with internal stakeholders, SMEs and end-users to understand and document their needs, business processes and objectives
  - Support the business analysis and technical teams to identify and translate business requirements into specifications and solutions
  - Facilitate the evaluation of requests and requirements and explain their feasibility to internal teams



- Collaborate with database developers to manage data feeds and other integrations, including Salesforce
- Salesforce Analysis and Administration
  - Serve as primary systems administrator for the Salesforce environment with approx. 200 users
  - Work with the Business Application Support team to handle administrative functions, including user accounts, reports and dashboards, workflows and other routine tasks
  - Assist in training new users and develop the Salesforce skill set across the organization
- Vendor Management
  - Collaborate with vendors and project teams to ensure that the configured solution meets the business and user needs
- Quality Assurance
  - Active participation with the overall testing and troubleshooting of new and enhanced functions

## KNOWLEDGE AND EXPERIENCE

- 2+ years experience as a Salesforce Administrator supporting the Lightning platform is a requirement
- 2+ years experience as a Business Systems Analyst supporting enterprise systems
- Working knowledge of Salesforce Financial Services Cloud administration with ADM201 and ADM211 certifications preferred
- Bachelor's degree in Computing Science, Computer Systems Engineering, Business Administration or a related discipline
- Strong understanding of Salesforce Lightning platform, functionality and best practices, including but not limited to building custom applications and objects, formula fields, workflows and custom views
- Ability to assess the impact of new requirements on Salesforce Lightning, upstream and downstream applications, systems and processes
- Direct experience with one or more of the following systems is a strong asset: Dataphile, Reporting and Analytical tools including SQL
- Excellent time management and prioritization skills with a can-do attitude
- Exceptional verbal and written communication skills with demonstrated ability to communicate effectively at all levels of the organization
- Experience in the financial (investment management) industry is an asset

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 **March 20, 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.