



## Join Our Team

Neptune Bulk Terminals (Canada) Ltd., a leading bulk material export facility located on the North Vancouver waterfront, is seeking an individual to join our Operations team. The Business Analyst will be responsible for evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions. The successful candidate will lead ongoing reviews of business processes and develop optimization strategies. As our Coal and Potash volumes increase to near capacity by optimizing throughput, this role will support daily and weekly reviews within the Operations department. This is a permanent full-time position, reporting to the Business Improvement Superintendent.

# Business Analyst — Permanent, Full Time

## Location, North Vancouver, BC

### Key Responsibilities:

#### Technical Aptitude / Project Management

- Learn and understand key business software applications and platforms (Terminal Operating System - TOS, Plant Control System - PCS and Power BI), their current functionality and how the applications support business operations.
- Based on above knowledge, provide guidance in product software roadmap discussions by collecting functionality requirements and acceptance criteria.
- Provide operational analysis and produce required documentation (business requirements, scope matrix, use cases, sequence diagrams, future state proposals)
- Collaborate closely with software developers to implement the requirements and provide guidance to drive the development of the business software applications
- Create and maintain project schedules by developing project plans and specifications, estimating time and resources, monitoring milestone completion, tracking all phases of the project lifecycle, providing timely reporting of issues that impact project progress, coordinating actions and resolving conflicts
- Develop and execute test plans and training documentation
- Support system deployment for upgrades and enhancements
- Lead support of the business in multiple projects by completing and updating project documentation; managing project scope; adjusting schedules when necessary; determining daily priorities; ensuring efficient and on-time delivery of project tasks and milestones; following proper escalation paths.

#### Communication / Leadership

- Clear understanding of business operations from an end-to-end perspective; ability to anticipate user needs
- Support and align efforts to meet operations needs by understanding and negotiating the needs and expectations of multiple stakeholder and developing a communication process to keep others up-to-date on project results
- Work closely with the Operations team to understand the core needs, high level processes and how technology can be leveraged to create successful outcomes
- Assist the business in prioritizing the backlog of feature enhancements based on a clear understanding of the business operations and desired outcomes

### Skills and Abilities:

- Demonstrated project management skills (including use of project management software) including planning, organizing, and managing resources
- Working knowledge of Windows office systems, advanced level of Power BI supporting live KPIs.
- Excellent understanding of the organization's goals and objectives
- Ability to effect and reinforce change in a team environment

### Education and experience:

	Minimum	Preferred
<b>Education</b>	College diploma or university degree in the field of business administration, finance, or information systems	Business Analysis Certification (BAC) Certification of Competency in Business Analysis (CCBA) Certified Business Analysis Professional (CBAP) Agile Analysis Certification (AAC)
<b>Experience</b>	Minimum five (5) years related work experience leading Operational Technology (OT) initiatives Minimum of five (5) years' experience in material bulk loading/unloading in a waterfront, mining, heavy industry or similar operation	

Neptune is a leading employer on the waterfront. We offer competitive compensation and a strong benefits package.

Candidates will undergo a thorough employment assessment including formalized testing, interviews and reference checks. The successful applicant will also be required, as a condition of employment, to undergo an independent Company sponsored medical examination.

*As federally regulated employers, Neptune and other port terminals anticipate that we will soon be subject to a vaccine mandate. Please indicate on your application if this would be a concern for you.*

Take your career to the next level, working with an amazing team. Send your resume before **January 27th, 2022** to:

c/o Human Resources

Neptune Bulk Terminals (Canada) Ltd.

PO Box 86367

North Vancouver, BC V7L 4K6

Email: [jobs@neptuneterminals.com](mailto:jobs@neptuneterminals.com)

While all applicants are thanked for their interest, only those chosen for interviews will be contacted.