

## Business Analyst

Phone :  
Web :



### Job Summary

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Vacancy :  
Deadline : Nov 15, 2024  
Published : Oct 15, 2024  
Employment Status : Full Time  
Experience : Any  
Salary :  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

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### About Concert Properties

Putting people first is at the heart of the Concert Properties story. We are deeply invested in improving the lives of the people who live and work in our communities, acknowledging that communities are more than just buildings. We focus on quality, consistency, and sustainability, and our business is driven by warm, passionate people who embody a desire to help each of us feel more connected to one another.

Since 1989, our real estate portfolio has grown to an asset value of \$9 billion and includes condominiums, rentals, seniors' active aging communities, industrial and commercial properties, and public infrastructure projects across Canada.

### Position Summary

Reporting to the Director, Strategic Project Delivery & Change Management, the Business Analyst role will act as a key resource in supporting the transition and implementation of Digital Transformation projects. In addition, the role will be involved in other ad hoc operational requests as required. This individual will be a key participant in the assessment of the client's needs to align business initiatives with information technology solutions. The successful candidate must have a strong desire to continue to learn and build on the business analyst skillset.

### Key Responsibilities

The Business Analyst will:

- Be a key member of core project teams, working closely with project management, IST, change management, and training throughout the project lifecycle
- Connect and facilitate conversations in effectively translating business requirements from key project stakeholders
- Document business requirements in various forms such as business requirements documents, business process maps, functional and technical specifications, etc.
- Ensure project documents are maintained regularly throughout the project
- Support project sustainment, conducting process improvement reviews
- Identifies all activities required to support future state processes
- Conducts gap analysis between business rules, business requirements, compliance requirements and desired future state
- Support and contribute to reports or presentations on solution options, status of current and future work activities, work plan, change readiness, UAT, etc.
- Works with project team(s) on solution design, ensuring needs and business goals of stakeholders are met throughout the project lifecycle
- Assist in planning production readiness activities with stakeholders
- Assist in planning and coordinating user acceptance testing (UAT)
- Work with business analysts on other projects to identify critical interdependencies
- Provide feedback to support prioritization of initiatives based on business needs and requirements.

### Required Knowledge & Skills

The ideal candidate preferably has 1-3 years of experience in a Finance environment, or a combination of education and experience.

The ideal candidate will have:

- Experience with business process design (process mapping, requirements, and pain points gathering)
- Experience with group facilitation and training
- Excellent time management skills
- Excellent ability to communicate clearly and concisely as well as the ability to adapt to different audiences
- Knowledge of Yardi 7S an asset
- Good analytical reasoning and problem-solving skills
- Knowledge in the translation of technical requirements to a non-technical stakeholder
- Ability to adapt to changing priorities and business needs
- Ability to work in a fast-paced environment and with data
- Ability in using Excel (pivot tables, filters ...) to analyze data
- The desire in improving the BA skillset with additional training or education

Please note this is a general description of the tasks and skills required. Additional responsibilities and duties may be required to successfully perform this role.

### Join the Concert Team in building a people-first future.

*Concert Properties is proud to have been named one of BC's Top Employer for the third year in a row!*

We are a proud Canadian company, providing quality employment across the country and working together with the people we serve to realize our vision – building resilient, inclusive, sustainable communities. Our success is based on our employees – on a passionate, talented team who value a collaborative culture, a desire for excellence and a willingness to give back. We truly value our team members and offer competitive pay, and comprehensive benefits and perk programs that support and promote employee health and wellness.

At Concert Properties, we value diversity, equity and inclusion and are committed to building a team that represents a variety of backgrounds perspectives and skills. We welcome applications from all qualified job seekers. The posted salary range is reflective of the qualifications and experience we are looking for in a candidate to fill this opportunity, however applicants with all levels of experience are welcome to submit their applications. Please be advised that only short-listed candidates will be contacted.

Thank you for your interest in Concert Properties.

[Apply for this job](#)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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