With annual revenues of $2.1 billion and representing approximately 3,500 Ontario dairy farm businesses, Dairy Farmers of Ontario (DFO) is the province’s largest agricultural marketing organization. In its production, transportation and marketing roles, this non-profit organization is an essential partner in the Canadian dairy industry.

Business Analyst

As our IT Team grows, an opportunity exists for an intermediate Business Analyst skilled in interpreting and analyzing requirements to maintain and improve existing business applications and ensure exceptional user experience. The focus of this position will be on defining business and system requirements, user software support and training, testing and working with our developers to execute the work.

The ideal candidate will have:

- University degree, with preference for commerce/business administration and/or software development
- 3-5 year’s experience in business/systems analysis and software implementation
- Expert knowledge of writing SQL queries
- Experience with Business Intelligence Tools
- Experience with various data retrieval methodologies, including data importing to spreadsheets, graphs, etc.
- Experience interpreting operational requirements of end users, project managers, and other stakeholders
- Proven ability to create and maintain strong relationships
- Attention to detail especially in maintaining financial and quality management systems
- Adaptability in changing business environments
- Excellent written and verbal communication skills
- Advanced MS Office skills, specifically with Excel and Access

Key job responsibilities:

- Work with key stakeholders within all business functions to align technology solutions with business strategies.
- Coordinate and triage incoming software support and data analysis requests and communicate progress with the end-user making the request.
- Formal and informal In-house training of end-users on custom-built and standard office automation products.
- Gather requirements from business units and translate those to programmers and developers.
- Document new specifications for in-house built software and communicate business process changes that affect the solution to the rest of the team.
- Participate in the development of web applications that meet business requirements.
- Carry out testing to verify correct implementation of deliverables.
- Ensure all work is completed within existing policies, procedures, organizational objectives, and meets high quality and customer service standards.

This is a full-time permanent position at DFO’s Head Office in Mississauga. DFO offers a competitive salary, an attractive benefits package, good work/life balance and opportunities for professional development.
Dairy Farmers of Ontario maintains an accommodation policy and will provide accommodation to job applicants with disabilities during the hiring process. Please contact us should you require an accommodation.

Please submit a cover letter and resume by **February 27, 2020** to:

E-mail: human_resources@milk.org

*We thank you for your interest, but only applicants selected for an interview will be contacted.*