

ID:	MHR-00066A	Title:	Project Coordinator/Junior Business Analyst
Date:	September 23, 2021	Employer:	Portlink Global
Location:	Vancouver	Salary:	\$55,000-\$70,000 per annum

Job Description

The Project Coordinator/ Junior Business Analyst conducts analysis and documentation of business requirements to support projects for designated programs/services. Works in close collaboration with other stakeholders to develop business systems enhancements, business solutions, or business processes, performing gap analysis of systems and business process mapping including the identification of linkages to other business systems. Provides contributions to the development of solutions to ensure that business processes and/or project deliverables are consistent, accurate, and timely. Develops project plans for the design, development, and implementation of new business processes, and supports the transition from current systems, practices and processes to an integrated system, common practices, and standardized processes with current or improved functionality.

Responsibilities

Project Coordinator

- Develop an in-depth understanding of project scope and particular: timeframes, outcomes, requirements
- Responsible for effectively initiating, planning, scheduling, coordinating, controlling, managing and delivering activities for assigned projects
- Create and maintains comprehensive project documentation, gathers project updates and reports on progress
- Ensure standards and requirements are met through conducting quality assurance tests
- Document and follow up on important actions and decisions from meetings
- Prepare necessary presentation materials for meetings
- Ensure project deadlines are met.

Junior BA

- Identify and establish scope and parameters of requirements analysis on a project-by-project basis to define project impact, outcome criteria, and metrics
- Translate conceptual customer requirements into functional requirements in a clear manner that is comprehensible to developers/project team
- Create process models, specifications, diagrams, and charts to provide direction to developers and/or the project team.

Job Type: Full-time

To apply please submit your resume and cover letter to: Inquiries@maverickhr.ca