Job Posting:171421 - Position: F25 Applications Analyst Co-op (8 months) 171421B

Co-op Work Term Posted:	2025 - Fall
App Deadline	07/23/2025 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	07/16/2025 11:20 AM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Osler, Hoskin & Harcourt LLP
Country	Canada

JOB POSTING INFORMATION

Placement Term	2025 - Fall
<b> Job Title <b>	F25 Applications Analyst Co-op (8 months) 171421B
Position Type	Co-op Position
Job Location	Toronto, ON
Country	Canada
Duration	8 months
Work Mode	Hybrid
Salary Currency	CAD
Salary	Salary Not Available, 37.5 Major List
Job Description	

Description

Osler, Hoskin & Harcourt LLP is one of Canada's leading business law firms. Advising many of Canada's corporate leaders, as well as U.S. and international parties with extensive interest in Canada, our more than 1,000 firm members are based in offices in Toronto, Montréal, Ottawa, Vancouver, Calgary and New York.

Osler prides itself on attracting and maintaining some of the brightest talent in the legal field. Our lawyers, students, management and staff have created a unique firm culture which nurtures mentoring and the exchange of ideas. Osler is a dynamic and exciting place to begin a career or carve out a new path. We care about our staff and the working environment here proves it.

This Applications Analyst Co-Op position requires a good understanding of Windows scripting languages including PowerShell, batch processing, SQL script, applications and database support skills. It also requires some experience in requirement gathering, analytical problem solving and error handling for the processing of efficient technology solutions.

Major Responsibilities

• Designs, develops, deploys, tests, execute, maintains and supports custom scripts which involves PowerShell, SQL, Windows Batch, REST API etc.

• Analyze business requirements and communicate regularly with departments to effectively design and deploy technology and custom solutions to solve business problems

• Provide support of packaged applications and custom solutions integration, data conversion, data extraction and manipulation, data import, planning, testing and execution of those solutions

• Act as a contact for vendor technical support on applications belonging to or assigned to the enterprise application services portfolio

• Proactively participate on application architecture, dynamic programming, database queries, server configuration, service and

application administration, and application integration

- Document processes, workflow, application architecture and related tasks and schedules, generate reports and statistics
- Provides support to Information Services, Conflict and Records and Accounting departments as required with respect to the department's applications
- Understanding of the application lifecycle and must be able to communicate project status, issues, and resolutions effectively

Position Requirements

Education and Experience

The position requires the applicant to be <u>currently</u> enrolled in a university degree or college diploma program specializing in Computer or Engineering Sciences.

Knowledge and Skills

- Some knowledge and development experience in:
- Windows PowerShell, Windows batch processing
- Familiarity with RDBMS Concepts, like with MS SQL Server and SQL scripting
- Proficiency with Microsoft / Office 360 and Microsoft Azure resources
- Familiarity and interest in managing enterprise applications
- Client-Side Scripting: REST API, Python and C Sharp etc.
- Developing solutions that integrate, communicates and manipulates with Enterprise Technologies
- Troubleshooting skills to contend with technical difficulties, and analytical skills to assist in the resolution of complicated application integration challenges
- Organizational skills to effectively prioritize tasks
- Strong teamwork and cross-group skills are essential
- Verbal communication and interpersonal skills required with the ability to write in a clear and concise manner
- Experience with delivery of assignments involving team & project collaboration, corporate communication
- This is a customer facing role and requires a resourceful individual that is confident under pressure and has demonstrated skill in crisis management and expectation management

We are currently working in a hybrid work arrangement, which includes a requirement to work primarily in the office and flexibility to work remotely up to 2 days per week.

Accessibility and Accommodation

We thank all applicants for their interest in Osler; however, only chosen applicants will be contacted. Osler is committed to fostering a diverse and inclusive work environment, and we welcome and encourage applications from people with disabilities and people with diverse backgrounds, identities, and cultures. Accommodations are available upon request for candidates in all phases of the selection process.

Background and Reference Checks

Please note that any offer of employment will be conditional upon background and reference checks, including a criminal record check, credit check, and employment and educational verifications.

If you have the required background with the ability to provide exceptional customer service and wish to work in one of Canada's leading law firms, please reply in confidence with a cover letter and résumé by the closing date.

No agencies or phone calls please.

#LI-Hybrid

Citizenship Requirement   N/A

APPLICATION INFORMATION

Application Procedure   Through Employer Website

Cover Letter Required?   Optional

Special Application Instructions

Application Link: https://recruiting.ultipro.ca/CAR5001CARS/JobBoard/048eb299-c116-4fad-8152-4015b53361bb/OpportunityDetail?opportunityId=65d48f3e-7d8e-4a67-bb1f-e36e165fcd0b

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.

Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions

are received.

Students should submit their applications as soon as they are ready.