

**Job Title**

Business Analyst

**Company Name**

Oltis

**Email**

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**Phone**

(204) 330-1180

**Company Address**

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Winnipeg, MB R3J1S7  
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[Map It](#)

**Job Order File**

- [Job-Description-Oltis-BA1.docx](#)

**Job Description****Job Summary:**

Reporting to the Owner the Business Analyst primary objective is helping businesses implement technology solutions in a cost-effective way by determine the requirements of a project and communicating them clearly to stakeholders, facilitators and partners.

**Responsibilities & Tasks:**

- Elicitation, analysis, communication, validation and documentation of business/operational requirements;
- Using IT resources at an advanced level to create IT solutions, enabling organizations to better meet their goals;
- Translate business requirements into documentation and conceptual design, using appropriate tools and models, from which applications and solutions are developed;
- Ensure that all existing system processes are mapped to business requirements and that all new business/product requests are translated to business process models and functional specifications;
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Minimum of 4 years as a Business Analyst with experience in project planning, designing, and deploying large complex applications;
- Expert in formulating and defining system scope and objectives based on user needs;
- Expert in business process modeling techniques and common business models including analysis of business and user needs, documentation of requirements, data model, and translation into proper system requirement specifications;
- Experience developing Use Cases, create written specifications, screen mock-ups, and wireframes / prototype for developers;
- Experience developing and maintaining user acceptance test plans and ensuring product compliance to test plans;
- Knowledge of SDLC;
- Effective communication skills with the ability to provide feedback verbally as well as in written format;
- Flexible in following new processes and techniques in order to accommodate a changing environment;
- Excellent analytical and problem-solving skills complemented by the ability to multi-task, prioritize and meet deadlines while performing tasks efficiently and independently and as part of a dynamic, culturally diverse team;
- Service oriented with the ability to relate and empathize with the needs of end users with varying levels of technical proficiency.

