Business Analyst
Platform Calgary
Empowering people // building the next economy.
CALGARY, ALBERTA

Reporting to the Director, Platform, Platform Calgary's Business Analyst will be responsible for supporting the implementation/deployment of process and systems changes. This role will work with Platform Calgary to provide operational support and to also understand the organizations business in technical terms, identifying on-going products and recommending existing or customized solutions.

Platform Calgary is in the midst of significant transition, building on a 38-year legacy. In 2021, we will be launching our new 50,000ft^2 Innovation Centre. We have a new mandate, new programs, new structure, new building and new attitude. We are focused on building community, enhancing the profile of Calgary's startup and innovation ecosystem and continuing the roll out of Platform's new identity (our evolution from Calgary Technologies Inc.).

We are seeking for an entry level Junior Business Analyst for an 8 week internship.

Position Description:
- Eliciting, analyzing and documenting functional and non-functional requirements for process and system changes
- Working with internal management and employees to design process changes to meet business requirements
- Researches potential business problems, propose business models to analyze such problems and offer potential solutions
- Plays an active role in determining, promoting and contributing to service improvements and innovations
- Explores data; discovers patterns, potential new business trends and meaningful relationships and anomalies
- Other interdepartmental projects as required

Key Accountabilities:
- Detail oriented; requires a high level of accuracy and strong judgment
- Maintains a professional and positive business environment within the sphere of responsibilities

Skills/Qualifications:
- Strong project management skills with the ability to manage multiple competing priorities
- Ability to work independently in a fast-paced, rapidly changing environment
- Highly motivated, reliable and goal oriented
- Excellent communication and organizational skills
- Ability to work collegially and collaboratively with team members and senior leaders

Educational Qualifications:
- Bachelor's degree in business, computer science, economics or mathematics

Further Information:
Interested applicants are asked to forward their resume to JoinTheTeam@platformcalgary.com

We thank all applicants for their interest however, only those persons for whom we need further information or who are being considered for an interview will be contacted

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