



Job Title: Junior Business Analyst

Status: Full-time, 3 months

Location: Burlington, ON

Department: Information Technology

Islamic Relief Canada (IRC) is seeking a Junior Business Analyst for the Burlington, ON office. This position is responsible for coordinating a technology transformation project.

Essential Duties and Responsibilities:

- Prepare Request for Proposals (RFPs).
- Manage vendor selection process.
- Work directly with sales reps and consultants with a primary focus on technical aspects.
- Handle multiple projects at one time.
- Co-ordinate meeting with vendors as required.
- Capture and distribute meeting minutes, including action items, person responsible and deadline.
- Co-ordinate projects and prepare progress schedules.
- On-going support day-to-day for project activities.
- Participate in the software implementation and quality assurance process.
- Manage data migration.
- Prepare user training documentation and train staff on new software.

Qualifications and Competencies:

- Ability to manage and facilitate numerous projects.
- Excellent English written and verbal communication.
- Self-motivated, self-dedicated, and result oriented.
- 2+ years working in a project management or business analyst in an IT environment, exhibiting good problem solving skills and resolution techniques
- Strong organizational, written and communication skills.
- Ability to work with tight deadlines, multi task and follow up.
- Proficiency in MS office.
- Must be eligible to work in Canada