

SharePoint / Office 365 Specialist – Business Analyst

Guardian Chemicals Inc., a leading specialty chemical researcher & manufacturer is looking for an experienced Office 365 / SharePoint / IT Generalist to work out of our head office North East of Fort Saskatchewan in the Sturgeon Industrial Park.

The position will be enhanced with the ability to provide an internal consultancy role, investigating and identifying opportunities for business system improvement and bridging needs of the business with the use of IT. You will provide a strong link between various stakeholders, understanding the structure, policies and operations of the organization to recommend solutions that enable the organization to achieve its goals.

The position will also be charged with the maintenance, improvement and operation of internal IT infrastructure.

Business Analysis / SharePoint:

- Creating and maintaining reporting using Crystal Reports, SQL and Sage Enterprise Intelligence (SEI), PowerBI
- Devise solutions to business problems, especially related to sales and finance related information needs.
- Work with end-users and sales representatives to solve issues, both technical and process-related.
- Have experience in IT requirements determination, solution selection, and software contract negotiation.
- Search out and investigate opportunities to automate, simplify and improve various business processes

ERP:

- Sage Enterprise Management (SAGE X3) maintenance, support.
- Develop new processes utilizing the SAGE X3 framework to enhance efficiency and investigate new opportunities to automate.

Infrastructure:

- Networking, including computer hardware installation, configuration, and maintenance.
- Firewalls and VPN Support
- Server hardware and VM management
- Microsoft Active Directory / Group Policy
- Microsoft Office 365
- Storage and Backup
- PC Support

Custom Applications:

- LAMP stack

Desired Attributes:

Guardian Chemicals Inc. is looking for a candidate with a proven skillset, strong interpersonal skills and desire to continually learn new skill and improve our business systems.

- Knowledge of business processes:
 - Product and job costing, accounting, order entry, configuration, MRP, shipping, purchasing, product structures and routing, inventory knowledge and experience an asset
- Strong desire to learn and grow with the company.
- Effective written and verbal communication skills.
- Personal Effectiveness / Credibility / Integrity
- Ability to provide an internal consultancy role that has the responsibility for investigating business systems, identifying options for improving business systems and bridging the needs of the business with the use of IT.
- Office 365 Accreditation an asset
- CRM implementation and maintenance experience an asset
- Experience with cloud-based technologies such as Azure
- Experience maintaining a phone auto branch exchange (PABX) such an AVAYA IPOffice system an asset

We thank all candidates for applying but only those being considered for the position will be contacted.