

## **Job Posting**



### **Business Analyst/IT Lead**

We invite applications for the newly created full time, permanent position of ***Business Analyst/IT Lead*** with this progressive insurance company located in the heart of Prince Edward County.

#### **The role:**

Reporting to the Manager of Finance and Technology, the Business Analyst/IT Lead will provide technical leadership across the organization.

In this on site role, the Business Analyst/IT Lead will develop and execute IT strategy together with the Manager of Finance and Technology and other stakeholders.

Supporting the work of the organization, this role will ensure that the specialized insurance back office software is operational, as well as administer the rules and tables required for processing insurance transactions. The incumbent in this role will help lead change to the product as it aligns with evolving business requirements, as well as integrate 3<sup>rd</sup> party solutions to improve the overall solution.

With 3<sup>rd</sup> party assistance, the incumbent will be responsible for IT security including developing and managing cyber security policies; ensuring the security of the company network, computer equipment and mobile devices. The incumbent will also address business continuity issues related to IT and network requirements.

As required, the incumbent will provide Tier 1 support to staff on hardware & software related issues, as well as be responsible for organizing and assisting in training staff on IT related matters.

Externally, the Business Analyst/IT Lead will establish and maintain positive relationships with 3<sup>rd</sup> party partnerships, and will represent Bay of Quinte Mutual at industry events and functions.

**The requirements:**

- Experience in a business analyst related role with a focus on IT integration and interface
- Experience working in an industry providing technical support to the public or a customer/membership base is preferred
- Relevant education or certification and/or equivalent work experience in the IT field, coupled with experience providing support to non IT staff and working collaboratively with third party vendors
- Experience in or knowledge of the insurance industry is an asset
- Strong communication skills including verbal and written skills are required.
- Candidates will have a positive, approachable demeanor, with a high commitment to working in a team environment, and providing superior internal customer service.

**The rewards:**

Bay of Quinte Mutual Insurance has been providing insurance products in Eastern Ontario since 1874. Located in the heart of Picton, it is surrounded by the beautiful beaches, farmland, wineries, and tourism centres of Prince Edward County. Bay of Quinte Mutual provides a great working environment, with a dedicated and knowledgeable staff team. In addition to a competitive salary, the company offers a comprehensive benefits package, a pension plan, company paid mobile phone, and access to ongoing professional development.

**Next Steps:**

If the opportunity to shape this new role, and contribute to the success of Bay of Quinte Mutual appeals to you, please submit your resume and cover letter in one document with **BUSINESS ANALYST/IT LEAD** and **your name** in the title no later than 5pm on Friday May 15, 2020 to [careers@wilkinson.net](mailto:careers@wilkinson.net). Applications will be reviewed as they are received. The expected start date for this role will be determined based on current COVID-19 social/physical distancing guidelines.

**PLEASE NOTE:** This position was previously posted in March 2020. Individuals who applied to that posting will still be considered for this role and are asked NOT to reapply.

We thank all applicants for your interest in working for Bay of Quinte Mutual. Only those applicants who have been selected for an interview will be contacted.

*Accommodations will be provided to applicants to enable equitable participation in the recruitment process.*