

External Posting

Title: ECM Business Analyst
Status: Full Time
Dept: Professional Services
Location: Edmonton

CriticalControl Solutions Inc. is an innovative provider of **Enterprise Content Management (ECM)** and electronic business solutions to a wide range of business and government clients across Western Canada.

We are currently seeking a **Business Analyst** with Enterprise Content Management (or related) experience to work with our development teams on customer projects. This skilled individual must be a quick learner and able to work both independently as well as within a team environment.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assisting with requirements gathering, solution visioning and application design activities
- Documenting specifications, design, test plans, and training materials
- Participating in solution implementation, configuration and end-user support
- Performing problem solving activities and proposing solution options
- Understanding logical models, data and file structures
- Investigation and ongoing professional development in the field of information and content management, including principles and strategies around records management, document imaging, workflow, collaboration, content management and related areas

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Post secondary education in Computer Science, Library Sciences or other related discipline (or combination of relevant experience and education)
- 2 years of experience with document/information/records management principles, including information classification systems, and related technologies (e.g. EMC Documentum, Microsoft SharePoint, IBM Content Manager, OpenText LiveLink, etc.);
- Familiarity and/or experience with document imaging applications, and related technologies (e.g. EMC InputAccel, Kodak Capture, Kofax Ascent etc.)
- Minimum of 3 years progressive application design and development experience
- Effective communication skills
- Strong problem solving skills
- Excellent organizational skills
- Strong understanding of the project development life-cycle
- Proven ability to provide estimates and meet timelines
- Demonstrated ability to work in a fast-paced, dynamic environment

The successful candidate will be responsive and results oriented with commitment to quality service and customer satisfaction. We require candidates to have excellent communication and documentation skills, a strong desire to succeed and the ability to see projects through to completion.

CriticalControl offers a dynamic, fun and friendly work environment. We promote a life-work balance by offering a flexible work schedule, and minimizing overtime. We offer competitive compensation, numerous company benefits including training, and excellent opportunities for advancement to staff with the commitment to succeed in our dynamic business environment. We are interested in candidates who have the desire to become experts in the Information Management and ECM field and who are willing to learn and advance their careers.

For more information on CriticalControl Solutions and our services, please visit our Web Site at www.criticalcontrol.com.

Please forward your resume quoting the title in the subject line to hr@criticalcontrol.com.

While we appreciate all applications, only those under consideration will be contacted.

No unsolicited agency referrals please.