

**PCG BUSINESS ANALYST (Temp)
(13 Month Contract)
Vancouver, BC
Job Posting #12-009**

Raymond James Ltd. is seeking a temporary full-time PCG Business Analyst to be located in our Vancouver Cathedral Place office. Raymond James Ltd. is one of Canada's leading independent investment dealers offering high quality investment products and services to individual Canadians seeking customized solutions to their wealth management needs.

Reporting to the Manager, PCG Services, the PCG Business Analyst is responsible for representing the group in their sponsored projects. The role responsibilities are wide ranging and include business systems analysis, requirements definition and developing and executing QA test cases. In addition, project management duties include the development of project plans and reporting on project progress to management and required business units.

Specifically you will:

- Participate in business/systems requirements analysis and document the requirements;
- Liaise between end users (PCG Retail), management, support teams and other business units (CSG, PMO, IT, PCG Admin);
- Work closely with other business units and/or end users in analysis, design and execution of User Acceptance Testing;
- Assist in the design and implementation of new IT solutions to improve business efficiency and productivity within PCG;
- Communicate on the projects progress to sponsor and business stakeholders;
- Participate in development of projects plans;
- Collaborate and acts as a backup to CRM Administrators to determine end user requirements and assist with CRM administration;
- Provide ongoing maintenance of the Branch Manager manual and oversight of the 30/90 day training quiz.

To qualify for this opportunity you possess:

- Certificate in business analysis, project management, or commensurate qualifications and / or experience. Canadian Securities Course would be an asset;
- Minimum of 3 – 5 years' experience in a business analysis role with a similar scope of responsibilities;
- Experience in the financial services or brokerage industry is preferable. Knowledge of Dataphile, Thomson One and NIAD is preferable;
- Demonstrated mastery of PC skills and software with advanced knowledge in the Microsoft Office suite of products;
- Excellent interpersonal, written and verbal communication skills;
- Strong project management and planning skills;
- Experience with budgeting;
- Strong organizational skills;
- Strong analytical, decision making and negotiation skills;
- Familiarity with Information Technology techniques and methodologies as well as a general understanding of technology in a client / server environment;
- Familiarity with change management;
- Comprehension of organizational dynamics.

This is a temporary full-time position with a competitive compensation and benefits package.

Qualified applicants are to send a resume and covering letter, quoting the position, by February 24, 2012 to:

Human Resources
Raymond James Ltd.
2200-925 West Georgia Street
Vancouver, BC V6C 3L2

Fax: (604) 654-7362
E-mail: resumes@raymondjames.ca

We thank all candidates for their interest and advise that only those under consideration will be contacted.