

## **Project Analyst/Manager Mega Group Inc. – Boucherville office**

Mega Group Inc. is Canada's largest retail buying and support group of independent furniture, appliance and consumer electronics retailers. We are dedicated to providing programs that stimulate growth and promote success. Our vision is to be the essential supplier of retail services ensuring the continued success of the Independent Home Goods retail channel in Canada. As a Platinum Member of Canada's Best Managed Companies, we serve over 600 retail members across the country with offices located in Saskatoon, SK and Boucherville, QC.

We are proud to provide an employee-friendly work environment, where work-life balance is a priority. We value the talents and abilities of our employees and strive for an open, flexible, cooperative, and dynamic work environment.

We are seeking a Project Analyst/Manager in our Boucherville office. Reporting to the Senior Director IT, the incumbent's primary responsibilities will be:

- Work with project owners to collect, define, and document business requirements.
- Planning, managing and leading projects from idea through to successful completion.
- Understand, document, and translate business processes, functions, and workflows into documents.
- Drive and challenge business units on their assumptions and value to the organization.
- Conduct research into available solutions and best practices to validate requirements and make recommendations for improvement.
- Conduct research on off-the-shelf technology solutions and make recommendations.
- Develop a decision matrix including identifying gaps, risks, and costs and present a short-list of recommended solutions to business users and obtain consensus.
- Develop project plans & schedules, track progress, and provide timely reports/updates.
- Ensure projects are delivered on time, on budget, are within scope and properly documented and organized.
- Coordinate internal & external stakeholders and resources to ensure all activities/tasks are completed.
- Work with project owners to develop, monitor, and execute various project plans.
- Work with project owners to provide post-project summaries and lessons learned to stakeholders.
- Assist in the definition of test plans and testing strategies to ensure that business requirements are translated into final solutions delivery.
- Assist in the creation of manuals, procedures, and related user documentation.

### **Qualifications**

- Undergraduate Degree, preferably in Information Technology or Business Administration.
- Minimum 5 years' experience with responsibilities related to business analyst and project management.
- Proficient in the use of process modeling and project management software applications.
- Proficient with Microsoft Office 365 and conferencing/collaboration applications such as MS Teams.
- Excellent verbal and written communication skills with the ability to review documents and recommendations at multiple levels within the organization.
- Understanding of software design and development.
- Experience with financial processing or retail industry preferred.
- Experience in merchandising, marketing, and/or digital/ecommerce systems would be an asset.
- Bilingualism (English/French) would be considered an asset.
- Exhibits strong ownership, accountability, and is proactive.
- Stays current on project management, business analysis techniques, and software applications.
- Process driven with a motivation for introducing improvements and efficiencies.

***Please apply in confidence no later than August 31, 2020 to [hr@megagroup.ca](mailto:hr@megagroup.ca)***

*\*Please note that only those candidates selected for an interview will be contacted.\**