

EMPLOYMENT OPPORTUNITY

Date Posted: February 4, 2010
Position: Business Analyst, HR & RC
Location: Vancouver, BC

Company Description

Methanex is the world's largest producer and marketer of methanol. Its corporate headquarters are in Vancouver, Canada. Production facilities are located in Chile, New Zealand and Trinidad & Tobago, with sales offices in North America, South America, Europe, and throughout the Asia Pacific region.

Methanol is a clear biodegradable liquid chemical made from natural gas. It is a versatile petrochemical feedstock that is used to make countless consumer products such as synthetic textiles, recyclable plastics, household paints and adhesives and even common medicines such as ASA (acetylsalicylic acid).

Methanex is a Responsible Care® Company committed to the safe, ethical and environmentally sound management of the chemicals it makes and uses. Responsible Care is an ethic established by the Chemistry Industry Association of Canada. The Responsible Care ethic is an integral part of Methanex's global commitment to ensuring the well-being of all stakeholders wherever Methanex does business.

Position Summary

The Business Analyst works as a functional liaison with the Human Resources and Responsible Care business units. By maintaining an understanding of the current and future business needs of these groups globally, this individual will plan, design, and deliver cost effective technical solutions. The Business Analyst will also interface with external software vendors and service providers to coordinate the effective delivery of service to agreed standards, manage changes, oversee licensing requirements, escalate outstanding issues and explore new functionality, services or software. In addition, they will also assist in the development and maintenance of respective application strategic roadmaps, tactical plans and business cases with a focus on the continuous improvement of application functionality and usage.

Responsibilities

Perform business analysis:

- Work with key business users to identify issues and opportunities with systems and business processes.
- Facilitate the collection, documentation and prioritization of business requirements.
- Facilitate the creation of current and enhanced business process workflows.
- Collaborate with the HR/RC Systems Analyst to transition from functional business requirements through design to implementation.
- Define data mapping for system integrations, and develop best business practices.

Provide application support:

- Provide effective functional support, and handoff problems to technical staff where required.
- Conduct functional analysis of change requests, document and assist in the prioritization.
- Contribute to the development/ongoing maintenance of operational and functional documentation. (Business process documentation, test scripts/plans, user support policies/guides and training materials.
- Work with software vendors/ASPs to request and manage change requests, escalate issues, oversee performance and related SLAs and coordinate contract and license adjustments and renewals.
- Participate in application end user group(s).
- Provide operational back-fill support as a systems analyst (as needed).

Participate on projects

- Assist in defining project scope and activities while serving as the IT technical/functional lead on projects (as appropriate).
- Serve as advisor providing analysis and advice on technology (to projects and regions).

Strategic, Tactical and Project Planning:

- Assist in the continuous evolution of the HR and RC business units. Evaluate existing and future business requirements and direct the development of an application strategy.
- Work with the business to develop tactical work plans and project initiatives.
- Provide guidance on IT capital budgets and project resource requirements

Qualifications:

Education and/or Professional Designation

- Undergraduate degree or diploma in computer science.

Experience and Technical Skills/Knowledge

- Minimum 5 years Business Analyst experience in a business related environment (preferably within a global organization). Experienced in the collection and documentation of business requirements and the translation of requirements to technical specifications.
- Experience in high level business process analysis, tactical product management and strategic business planning
- Knowledgeable in a variety of HR business processes and related software modules (Performance Management, Talent Management, Compensation, Succession Planning, etc.)
- Functional knowledge of Responsible Care core principles and related business processes (health and safety, security audits, risk management, etc.)
- 3 - 5 yrs of functional experience using PeopleSoft Human Resources & Payroll Interface version 8.x experience.
- Good understanding of web-enabled technologies and their applications. Prior programming experience (eg. Java) would be an advantage.
- Experience with relational databases (Oracle/SQL Server); strong knowledge of SQL and PL/SQL languages and Data Modelling techniques.
- Familiar with the following standard IT disciplines: project management, change management, disaster recovery and testing.
- Familiarity with the following technologies: SQL/SQR, nVision, Crystal, COBOL, Applications Designer, People-Code, PS component interface, application engine, PeopleSoft Integration.

Competencies

Successful candidates for this position must be dedicated to meeting the expectations and requirements of internal customers; they must be good at bringing the creative ideas of others to market, and complete work through informally influencing others. They must pursue both planning and delivery of projects with energy and drive. This candidate practices attentive and active listening; has the patience to hear people out and is cool under pressure. They can be counted on to hold things together during tough times, are not knocked off balance by the unexpected.

All persons interested in this position should submit their applications to:

careers@methanex.com

By: March 1, 2010