



IS Business Systems Analyst

Vancouver, BC

Summary

Reporting to the Senior Director, IS, the IS Business Systems Analyst will liaise with the IS team, Quality Assurance, and the various business units within Sierra to help develop, deliver and maintain business systems in a quality-oriented manner.

Responsibilities

- Lead business systems implementation projects
- Facilitate the definition of business system requirements and design specifications
- Research and analyze all aspects of existing business practices and procedures by studying current practices, conducting self-initiated interviews and reviewing documentation
- Propose process improvements and business systems based on research of industry best practices
- Construct workflow charts and diagrams of existing processes and map those to proposed processes
- Define business system project requirements including scope, milestones, phases, deliverables etc.
- Track project status
- Prepare system documentation (user documentation and administrator documentation)
- Prepare validation documentation (specifications, plans, protocols, reports)
- Create and execute test scripts (Installation Qualification – IQ, Operational Qualification – OQ, and Performance Qualification – PQ)
- Utilize change control for changes to validated systems.
- Prepare and execute change management plans that will help minimize disruption associated with systems implementation
- Communicate with heads of all departments about common frustrations, hindrances and other issues that interrupt their workflow

Qualifications and Requirements

- Completion of a diploma in Business Administration, Information technology or related field plus a minimum of 5 years relevant experience, working with end users to define and implement business systems; or an equivalent combination of training and experience
- Familiarity with IT QA principles in a life science setting
- Familiarity with GAMP principles, 21 CFR Part 11, and Annex 11
- Strong customer service orientation
- Excellent written and verbal communication skills
- Excellent interpersonal skills to be able to interact effectively with co-workers with varying levels of technical expertise
- Ability to manage a variety of deadlines and priorities

- Must be a flexible, self-starter with the ability to work independently with limited supervision.

How to Apply

To apply for this role, please submit your CV and cover letter in PDF format to hr@sierraoncology.com. Please indicate the position title in the subject line of your email.

We thank you in advance for your interest in Sierra. We will contact you directly should we wish to arrange a meeting to discuss this position further.