JOB POSTING

Job Title: Junior Systems Analyst
Department: Information Technology
Location: Edmonton, AB
Position Type: Permanent, Full-Time, In office

About Employee Benefit Funds Administration Ltd.

Employee Benefit Funds Administration Ltd. (EBFA) is a non-profit organization established in 1993 to administer the pension, health & welfare, and education trust funds for IBEW Local Union 424 members. EBFA provides accurate, timely, and professional administrative services for three union trust funds and supports the governance and operations of five Boards and their committees. Guided by a Board of Directors representing both union and employers, EBFA is committed to delivering exceptional service that underpins the financial security, health, and education of plan members and their families.

Position Overview

The Junior Systems Analyst plays a key role in supporting the development, maintenance, and improvement of EBFA's technology systems. This unionized position is responsible for designing and coding applications, evaluating infrastructure, and providing software technical support and training to staff. The role requires a strong foundation in software development and systems analysis, with the ability to collaborate across teams and contribute to ongoing IT initiatives.

What You'll Do:

- Software Development
    - Design and develop front-end and back-end applications
    - Write, test, debug, and maintain code.
    - Collaborate with managers, end users, and other developers to deliver solutions.
    - Troubleshoot, maintain, and improve existing applications.
    - Develop ad-hoc reports and perform data fixes as needed.
    - Prepare documentation and provide training to staff.

- Evaluate and Improve Technology Infrastructure
    - Evaluate existing systems and recommend improvements.
    - Collaborate with third parties, managers, and users
    - Design Systems
    - Implement, test, troubleshoot and maintain infrastructure upgrades.
    - Prepare documentation and deliver training.

- Other Duties
    - Track hardware and software inventory.
    - Conduct security education testing and training
    - Maintain and monitor the organizational website
    - Act as a technical advisor in meetings
    - Work with MSP to ensure our network and staff are working effectively

- Educate and Train Staff on Software and Computers
- Time Tracking
- Keep up to date on new technologies, tools, software and best practices
- Perform other duties as required.

What You Bring:

- Degree or diploma in Information Technology, Software Development, or Computer Programming.
- SQL (Database) and Visual Basic.net or C# knowledge/programming experience.
- Knowledge of Crystal Reports is beneficial.
- Strong analytical and problem-solving skills with high attention to detail.
- Ability to work independently and manage multiple priorities.
- Organized, personable, and collaborative team player.
- Strong project management skills.
- Excellent verbal, written, and interpersonal communication skills.
- Knowledge of Health & Welfare and Pension Benefits administration is an asset.
- Successful completion of a criminal background check is required.

Why Work at EBFA?

- Compensation starting at $31.73 per hour.
- A permanent, full-time position (39-hour work week during regular business hours).
- Limited after hours work.
- Employer-paid Defined Benefit Pension plan.
- Employer-paid Health and Welfare Benefits.
- Generous paid vacation plus two personal days.
- Tuition reimbursement for approved educational development.

Apply Today!

To apply for this position, please submit your resume and cover letter highlighting your relevant experience to careers@ebfa.ca.

Please note: shortlisted candidates will be required to provide verification of the educational and professional credentials listed on their resume.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The application deadline is **September 26, 2025.**