EBFA is a non-profit organization formed in 1993 to provide administrative services to multi-employer pension, health and welfare, and education trust funds for IBEW Local Union 424 plan members. EBFA provides governance and policy support to Board members and several committees. EBFA is committed to delivering outstanding service, contributing positively and significantly to the well-being of plan members and beneficiaries.

We are seeking a Systems Analyst

EBFA is pursuing digital and technological improvements to better serve plan members. We have a small in-house IT team supported by a managed services provider. We are offering a permanent full-time position in a 35-hour work week with a hybrid work model, located in Edmonton, Alberta. We have a 100% employer paid benefit package that includes our industry's best in-class defined benefit pension plan and comprehensive health and welfare plan.

Job Summary

The Systems Analyst, under the direction of the I.T. Manager will primarily be responsible in assisting in the smooth running of the companies' business through hardware and software initiatives. Provides technical support to users by assisting, answering questions and troubleshooting problems. Maintaining and upgrading our in-house Funds Management System (FMS) software program (Visual Basic.net, SQL and Crystal Reports).

Job Duties

- Design, develop, implement, modify, install and test application software, reports and database.
- Work with user and project teams to investigate, recommend, install, implement and support existing applications.
- Respond and help users with computer issues.
- Inventory and software licenses tracking.
- Update our website.
- Accomplishes department goals by completing related assignments.
- Other duties as required.

Qualifications

- Information Technology, Software Development or Computer Programming Degree or Diploma.
- Minimum of 4 years of related experience. Candidates possessing less than the required years of experience may be considered for a junior position.
- SQL and Visual Basic.net knowledge/programming experience.
- Exceptional attention to detail with proven analytical and problem-solving abilities.
- Carry out assigned tasks with minimal supervision.
- Personable, organized, team player.
- Effective oral, written and interpersonal communication skills.
- RPA experience is advantageous.
- Knowledge of Health & Welfare and Pension Benefits an asset.

If you are the kind of person who has a positive attitude, as well as a strong work ethic, we want to hear from you. We thank all candidates for their interest however only select candidates will be contacted for an interview. To apply for this opportunity, please email your resume, with salary expectations to careers@ebfa.ca.