



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Bilingual Program Analyst - Contract

<b>Job ID</b>	<b>80-85-6D-C4-CD-2E</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=80-85-6D-C4-CD-2E">https://careers.indigenous.link/viewjob?jobname=80-85-6D-C4-CD-2E</a>	
<b>Company</b>	BGIS	
<b>Location</b>	Markham, Ontario	
<b>Date Posted</b>	From: 2018-10-09	To: 2018-12-08
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Languages</b>	Bilingual (French And English)	

### Description

#### SUMMARY

The Bilingual Program Analyst, through the use of technical knowledge of computers and computer language, will identify and solve intermediate programming and technical problems. The selected candidate will work with the Francization Program Manager as well as business and IT Subject Matter Experts (SME) to translate documents and software from English into French. Contract for a period of 12 months or more.

#### KEY DUTIES & RESPONSIBILITIES

Work with the Francization Program Manager and SMEs in the completion of the French translation of the BGIS system.

Develop and implement project plans.

Monitor project delivery against timelines and ensure timely completion.

Provide weekly status updates to Francization Program Manager for all initiatives, highlighting key deliverables, risks, and areas requiring assistance or escalation.

Perform impact analysis of proposed solutions.

Assess the impact of changes and enhancements on various accounts and users.

Understand variances in implementation by account.

Identify opportunities for standardization.

Maintain regular contact with various business SME clients to ensure that their solutions continue to meet their needs.

Make appropriate recommendations for tactical software enhancement that align with clients'™ evolving needs.

Partners with business stakeholders and SMEs to review proposed system changes to gain agreement prior to making system changes.

Partner with business SMEs to validate language changes in a test and/or production environment and obtain sign-off.

Liaise with IT to formalize requests in accordance with established processes (Project Management Office (PMO), Application Enhancement, Defect Process, Service Desk, etc.).

Perform data extracts and/or produce reports based on need.

Develop and maintain technical (test plans, test cases) and business documentation (policy/process/work instruction) and references guides, employing industry/internal BGIS documentation best practices.

Develop and maintain an electronic translation file/database.

Identify troubleshoots and resolve issues. Engage with alternate Business SMEs and support groups as required.

Perform other duties as required/assigned.

## **Experience**

3 to 5 yearsâ€™ experience.

## **Credentials**

Certification Microsoft technologies preferred.

Project Management Institute Accreditation or in progress preferred.

## **Education Requirements**

College or University diploma in computer science or equivalent training.

## **Essential Skills**

Bilingual: Advanced writing and verbal communication skills â€“ French and English.

Project Management experience and/or certification an asset.

Experience in industrial and commercial property, facility management, operation and accounting knowledge will be definite asset.

Solid understanding of business processes and experience working with similar lines of business as provided by BGIS Canada.

Self-motivated, quick learner, team-oriented, creative, innovative, and results-oriented.

Good knowledge and hands on experience with SQL and PL/SQL.

Strong analytical and problem solving skills.

Strong organizational and time management skills.

Demonstrated ability to work under pressure and complete tasks with minimal supervision.

Good understanding of relational databases.

Proficient in testing software, and in using Windows applications (Word, Excel, Access (perform data extracts), Internet Explorer, Google Chrome).

Good understanding of system integration approaches and requirements.

Ability to learn and adapt easily to various new software packages and product requirements.

Knowledge of software documentation standards, best practices, and terminology in both English and French.

Experience with Facilities Management /Real Estate software applications such as: RealSuite, IWMS (Archibus, Tririga, Accruent) CMMS (Maximo, Angus) Real Estate (Yardi, Argus) is an asset.

Possesses a continuous improvement and quality mindset along with a desire to continuously seek and incorporate best practices and technologies in order to optimize project delivery and deliver value to the client.

## **How to Apply**

<https://trr.tbe.taleo.net/trr01/ats/careers/v2/viewRequisitionorg=BGIS&cws=60&rid=7058>