



Business Applications Analyst

We are seeking an experienced, analytical, collaborative, and agile professional who can merge and translate data to build business momentum and deliver results. You will support the Business Applications Manager in maintaining, updating, and optimizing all the business software solutions within Regional Group and eQ Homes.

Using professional and experiential knowledge, you will have the opportunity to work closely with the software while assisting all levels within the organization meet the needs of the business.

About the role

The Analyst will play an integral role in the success of our technology applications. With this in mind, you will support the Business Applications Manager with:

- Implementing new software and system updates.
- software systems education.
- collecting feedback from our userbase.
- performing data analysis.

In addition, you will:

- self-educate on use and future development of all current business software solutions.
- optimize our current business software solutions through automation, workflows, processes, analysis and research.
- perform regular database maintenance.
- troubleshoot technical issues within system software.
- update workflow diagrams when systems are changed.
- ensure database quality assurance.

About you

You have/are:

- experience with ERP systems, **specifically Yardi and/or Constellation Newstar** database structure (specifically SQL) and other business technologies.
- experience in new home construction and/or real estate management.
- knowledge or understanding of project and property management accounting.
- proficiency with Microsoft Office 365 suite of software.
- strong priority management.
- highly organized and capable of handling large volumes of data.
- Strong written and verbal communication skills.
- attentive to detail and have the ability to understand complex technical systems.

- the ability to quickly understand business operations.
- friendly, engaging and have a positive outlook.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- Our mandate is to deliver turn-key simplicity by offering real estate stakeholders a comprehensive management package designed to maximize asset value and net operating income
- we professionally manage over 2,000 residential/condominium units and 2.3 million square feet of commercial, industrial, and retail space.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

We offer a dynamic opportunity with an attractive base salary and benefits. Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.