



# JOIN OUR TEAM!

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## MANAGEMENT INFORMATION SYSTEMS ANALYST - BRANDON, MB

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

### What you'll do:

- Develop MIS documentation to allow for smooth operations and easy system maintenance
- Assist in the monitoring and managing of customer and operational data, taking action/ownership to ensure the accuracy, consistency, relevance and timeliness of information
- Participate in proactive MIS collaboration with key stakeholders and subject matter experts to identify, analyze and understand business challenges and opportunities
- Provide recommendations to update current MIS to improve reporting efficiency and consistency
- Assist in analyzing business information to identify process improvements for increasing business efficiency and effectiveness
- Work with various departments to determine billing system reporting requirements and participate in the development of internal reports for periodic reporting
- Develop processes to ensure reports are generated and distributed as required
- Generate and distribute management reports in an accurate and timely manner
- Coordinate with Billing System Administrator to provide ad hoc reports as needed
- Perform data analysis for generating reports on a periodic basis
- Learn and maintain knowledge of internal business processes
- Assist in the development and maintenance of billing system macros
- Assist in the documentation and maintenance of Application Programming Interfaces (APIs)
- Assist in the maintenance of API frameworks to integrate with third party vendor APIs
- Assist in monitoring and supporting internally developed systems and software solution integrations
- Assist in maintaining coding standards and documenting internally developed solutions

## What you'll bring to the team:

- Certificate or diploma in a related field and/or 2 to 3 years of equivalent experience
- Accredited course in database management or equivalent experience
- 1+ years of experience with large SQL databases
- 1+ years of experience with software development language coding
- Solid understanding of SQL and database structures and routines
- Knowledge of report creation software (like Crystal Reports)
- Knowledge of various software development languages (like Visual Basic)
- Advanced knowledge of MS Office applications
- Strong strategic and critical thinking along with proven analytical and problem-solving skills
- Results-oriented and process driven, with high expectations for self and team
- Excellent oral and written communication and interpersonal skills with the ability to influence others, accompanied by well developed presentation and facilitation skills
- An equivalent combination of experience and education may be considered

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

**DEADLINE FOR APPLICATIONS:** NOON on Monday, June 28, 2021.

Apply today to join our team at <https://westmancom.com/careers>  
and begin your exciting career journey with us!