



JOIN OUR TEAM!

BUSINESS PROCESS SPECIALIST - BRANDON, MB

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Westman also owns and operates radio stations Q Country 91.5 FM and 94.7 STAR FM, which broadcast throughout southwestern Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities they serve. Westman empowers their employees to be innovative, team-oriented, community-based, and customer-focused, championing a culture centered around strong values.

Reporting to the Manager, Accounting and Finance responsibilities include enhancing and maintaining the business process documentation framework and standards. Working with other departments to discover and document processes and instill the ability to maintain documentation. Engage with process stakeholders for the purpose of evaluating business process improvement opportunities. Consult with Senior Leadership Team on business process improvement priorities and present business process improvement initiatives in collaboration with process stakeholders.

What you'll do:

- Enhance and maintain the business process documentation framework.
- Meet with various stakeholders and facilitate working sessions to obtain input and support; map processes and procedures using swim lane diagrams and flow-charts.
- Develop monitoring and reporting standards for tracking process performance.
- Perform daily, weekly, and monthly reviews and analyses of current business processes using operational metrics and reports; suggest changes to senior management using analytics to support your recommendations and actively participate in the implementation of any approved changes.
- Contribute positively in a timely manner to all phases of planning and implementation of various projects undertaken.

What you'll bring to the team:

- 1-2 years' experience in a role requiring process documentation and a collaborative effort.
- Bachelor's degree or diploma in a field such as Business, Finance, IT, or Computer Science would be considered an asset.
- Advanced knowledge of MS Office applications with strong analytical skills and a demonstrated ability to extensively analyze business processes and workflows.
- Strong interpersonal skills with the ability to impact operations and effect change without being confrontational.
- Driven and organized with proven time-management skills and a keen attention to detail.

DEADLINE FOR APPLICATIONS: NOON on Monday, March 07, 2022, or until the position is filled.

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.

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.

Apply today to join our team at <https://westmancom.com/careers>

and begin your exciting career journey with us!



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