

AgriHub Inc. is currently recruiting for a **PROCESS ANALYST**. This position is based out of our Agrihub Steinbach location.

JOB DESCRIPTION

- Meets with various stakeholders to discuss areas of focus and improvement within the business
- Conducts site visits and analyzes processes and data to identify process improvement areas
- Develops process solutions to improve operational efficiency (increasing productivity, reducing costs, improving time management or making needed changes to other aspects of business processes)
- Creates step-by-step, easy to understand documentation outlining process improvement requirements, training manuals, process outlines, flowcharts and implementation procedures
- Monitors and measures the benefits of post-process implementation and adjusts processes as needed to achieve desired/targeted goals
- Partners with Process Manager and stakeholders to oversee the training and implementation of revised company processes and workflows
- Monitors the efficacy of updated workflows
- Reviews SOP's regularly and updates as required

REQUIRED SKILLS

- Bachelor's degree in business, economics, finance, or accounting
- 2-4 years' experience in a business analyst or comparable role
- Experience in management of projects and/or process change initiatives
- Advanced understanding of business functions, workflows, and processes
- Excellent working knowledge of Microsoft Office, particularly intermediate to advanced Excel
- Strong analytical and critical thinking skills
- Strong written and oral communication skills
- Excellent interpersonal and relationship building skills
- Project management and change management skills
- Excellent problem-solving and attention to detail skills
- Time management and organizational skills

If you are interested in this position and meet the above criteria, please submit your resume in confidence to careers@agrihub.ca.