



CAREERS

Herdbook System Process Analyst

Brantford - ON

*This is a temporary full-time summer position, and can be performed partially remote

HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of more than 10,500 active dairy producers since 1884. With dynamic leadership and a clear vision, we are building an exciting, tech-friendly future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to develop along with us.

YOU are a details person. You work quickly and you thrive on a fast-paced day. You follow processes very well, but you also understand why the processes are in place – so you know when to be flexible. Team work is a priority for you. You are eager to learn. You make a team environment friendlier.

In this role, YOU WILL:

- Review system user guide documents and processes.
- Create an easy-to-use directory to store user documents, and organize processes into soft-copy reference documents.
- Create standardized templates, standardize current process documents, and delete duplicated documents.
- Create and update process documents to ensure they are clear and efficient. Present instructions as step-by-step procedures with images. Test each procedure for accuracy.
- Create one-page quick-start guides.
- Review current user guides and set them up into usable manuals/documents.
- Create workflow mappings

YOU OFFER:

- Experience with technical writing to create workflow maps (Microsoft Office skills, Paint, Photo Editor, Visio or equivalent)
- Interest in document processing
- Ability to do research and work autonomously
- Strong listening, speaking and writing skills
- Comfort in learning and exploring new software
- Knowledge of the dairy industry is an asset

*This role is suitable for someone pursuing a career as a Business Analyst

*The candidate must be between the ages of 15-30, a Canadian Citizen, Permanent Resident or a person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*

Contact: hr@holstein.ca

Submit application by: June 14, 2021

We are committed to providing a barrier-free recruitment process. If you require accommodation at any step in the process, we will work with you to meet your needs – simply contact a member of the HR team with your request. Thank you for your application to Holstein Canada. Due to the volume of applications, only selected candidates will be contacted.