



Job: Oracle Functional Analyst - HR module

Location: Edmonton

Responsibilities:

- Manage large enhancement and maintenance Oracle projects and the associated resources
- Deliver the functional design, business process change, and configuration documentation
- Perform analysis, design, configuring, testing of complex projects
- Interact with technical and DBA teams to ensure specifications meet business requirements
- Make recommendations on best practices
- Research and resolve complex business process or system issues
- Document system set up steps and decisions
- Assist and guide end users through user acceptance testing including the writing of test scripts
- Prepare user documentation and conduct end user training
- Providing ongoing application support once the project is complete
- Providing ongoing operational support for Oracle.

Qualifications:

- Good understanding of business administration concepts and their practical applications supplemented with related post secondary education.
- Related senior Oracle knowledge is required.
- Experience with R12 is highly preferred.
- Strong team player with the ability to work well under pressure in a team environment.
- Demonstrated ability to self-motivate, deliver results on schedule and incorporate customer service into all aspects of the work plan.
- Strong verbal and written communication skills with the ability to liaise with all levels of management both internal and external.
- Ability to manage multiple tasks and identify issues quickly.
- Demonstrated ability to prepare and deliver documentation, complex reports and presentations in a well organized and concise manner.
- Demonstrated ability to partner and work closely with clients to further understand and anticipate their needs.
- 5-10+ years experience involved in supporting end users. Preference given to those with experience supporting related Oracle applications including Payroll, Human Resources, Time & Labour and Advanced Benefits module experience
- Related experience in Oracle Financials is an asset.