

BUSINESS ANALYST | PROJECT MANAGER CUSTOMER SOLUTIONS

Objectif Lune, a world leader in software solutions transforming data and documents into adaptive client communications, is looking for a **Business Analyst | Project Manager** who wants to make real a difference within a multidisciplinary team delivering professional services to its end-users.

Using the right mix of product knowledge and project management skills, the Business Analyst | Project Manager provides our clients with an exceptional experience while ensuring the smooth running of projects.

Are you versatile, always looking for cutting edge solutions and highly organized? Do you want to evolve in a friendly work environment, fostering relationships and offering constant but very stimulating challenges? This job may be for you!

YOUR TECHNICAL KNOWLEDGE

- Proficiency in JIRA, AGILE and Scrum
- Knowledge of HTML, CSS, and JavaScript
- Excellent understanding of business processes
- Demonstrated abilities in project planning
- Asset: Knowledge of Objectif Lune's software (OL Connect, PlanetPress Suite, etc.)

YOUR KEY RESPONSIBILITIES

- Manage multiple customer projects simultaneously using an Agile approach
- Work closely with clients to analyze and define the scope of projects and business requirements
- Write functional and technical requirements, as well as user stories
- Act as the main point of contact for customers, and manage their expectations
- Manage the tasks and deliverables in all phases of the project
- Lead kick-off calls and technical discussions between stakeholders
- Ensure successful delivery of solutions according to project requirements
- Control change requests
- Define and maintain project plans and backlogs
- Identify issues, risks and dependencies
- Proactively communicate the status of projects to all stakeholders
- Create test plans and manage their execution to ensure the quality of deliverables
- See to the constitution of the documentation of the solutions as well as the security of customer data
- Participate and coordinate the knowledge transfer to internal teams and customers
- Liaise with Product Management and R&D
- Participate in pre-sales activities as needed

YOUR PROFILE

- We work in French but most of our communications with our clients are in English. It is therefore an absolute must to be fluent in these languages both orally and in writing.
- You easily manage priorities in a multitasking environment
- You demonstrate leadership and are able to make sound decisions quickly
- Your approach is always customer and result oriented
- You can easily understand business processes and know how to translate them into requirements
- Your analytical mind is always on the lookout for clever and innovative solutions
- You are able to communicate clearly both with highly technical people and their opposite
- You interact easily with others and are a skilled negotiator
- You are in your element in a fast-paced production environment with tight deadlines
- You pay attention to details, demonstrate thoroughness and are well organized
- You have the ability to inspire and motivate developers
- You appreciate being trusted and given a lot of latitude.

YOUR EDUCATION & EXPERIENCE

- At least 2 years of experience in project management
- Degree or work experience in a technical environment or as a Business Analyst
- Asset: Experience in the development of turnkey or software solutions
- Asset: Experience in creating Statement of work

WORK LOCATION & SCHEDULE

- Montréal (HoMa), QC on request | Telework
- Flexible schedule from Monday to Friday