



Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for **two (2) 16-month Business Analyst Interns**.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

This is a paid internship position within our Program Management Office team that works on enterprise-wide projects and programs to better our organization and help our applicants. The Business Analyst Intern will work on gathering requirements, tracking project progress and ensuring deadlines are met. This role will report to the Manager, Program Management Office.

Responsibilities

- Collaborate with stakeholders to elicit and document business requirements.
- Conduct interviews, workshops and surveys to gather information.
- Analyze existing business processes, systems and data to identify areas for improvement.
- Create clear and concise documentation, including business requirements, functional specifications and process flows.
- Maintain documentation throughout the project lifecycle.
- Facilitate communication between business stakeholders and the project team.
- Assist in the development and implementation of project plans and timelines.
- Conduct data analysis to support decision-making processes.
- Assist in the preparation of project proposals, timeframes and schedules.
- Monitor and track project progress and handle any issues that arise.
- Prepare necessary presentation materials for meetings.
- Ensure project deadlines are met.

Specialized Skills and Knowledge

Knowledge of:

- Knowledge of project management methodologies is a plus.

Skills include:

- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work effectively both independently and as part of a team.

Qualifications:

- 3rd year student currently enrolled in an undergraduate business program or information technology program and/or a relevant program.



We have fully embraced hybrid working, and for us this means coming to the office twice a week. However, if you wish to work in the office more often, you are welcome to.

This position will start in May 2024 and run until August 2025.

If you are interested in this role, please forward your resume to peocareers@peo.on.ca by February 7, 2024.

At PEO, we recognize that our people are our best asset, including employees from diverse backgrounds and perspectives. We know life isn't linear so there may be gaps or 'nontraditional' employment and we welcome applications from everyone including those from underrepresented groups including members of Black, Indigenous and 2SLGBTQ+ communities. Accommodation is available upon request for candidates in all phases of the selection process.