

DEPARTMENT: INFORMATION TECHNOLOGY
POSITION TITLE: JUNIOR BUSINESS ANALYST
REPORTS TO: DIRECTOR OF INFORMATION TECHNOLOGY

ABOUT US

The Mutual Fire Insurance Company of British Columbia is growing and is seeking a Junior Business Analyst to join our team.

Founded in 1902, Mutual Fire Insurance was the first mutual insurance company headquartered in British Columbia. Today, the company provides solutions for farm, commercial, and home insurance needs from British Columbia to Ontario. Mutual Fire Insurance is committed to making people a priority by creating membership initiatives, investing in technology, and supporting community projects.

Mutual Fire Insurance's subsidiary, Four Points Insurance provides innovative insurance solutions for small to medium-sized businesses in suburban and rural areas. Four Points Insurance was formed in 2022 to support small businesses through the many adjustments they must face now, and in the future. Built with a passion for customer service and risk management, Four Points Insurance offers business owners a suite of commercial packages insurance options.

In late 2021, Mutual Fire Insurance created two employee driven committees, an ESG Committee and a Purpose Committee. Today these committees are creating the framework and policy for Mutual Fire Insurance to work towards sustainability within our communities, while also ensuring environmental, social, and governance mandates are accomplished.

THE OPPORTUNITY

This role is a permanent full-time position. The Junior Business Analyst assists with requirements gathering and basic project coordination to help align technology solutions with business needs. Under the guidance of senior team members, this role supports documentation, testing, and reporting to ensure successful project delivery.

Responsibilities:

- Assist stakeholders in documenting requirements and tasks for project plans under guidance
- Help maintain project documentation, including objectives, deliverables, and scope
- Support internal technology teams by following established change management processes
- Participate in reviews of business processes and suggest improvements where possible
- Track deliverables and report progress to senior team members
- Assist with quality checks during implementation phases
- Help coordinate resources and escalate priority conflicts when needed
- Organize and support user acceptance testing activities
- Document and escalate risks or issues to senior analysts or management

- Stay informed on basic IT and process improvement trends
- Contribute to lessons-learned documentation and process improvement initiatives

Here's what you bring:

- Minimum 2 years' experience working within the Insurance or related industry
- Experience supporting technology implementations, degree or project management accreditation considered an asset
- General knowledge of systems and data flow structures
- Formal designations - CIP, FCIP, CAIB, CAPM, PMP are considered an asset
- Excellent attention to detail with a high degree of accuracy
- Excellent documentation skills
- Interpersonal skills with the ability to resolve conflict and maintain confidentiality

What we offer:

- Competitive salary
- Comprehensive employee benefit package
- Flexible work environment, opportunity to work remotely with limited office attendance
- Diverse mix of staff and demonstrated work/life balance
- Career growth opportunities and continuing education programs

Please send your resume in confidence to careers@mutualfirebc.com

We thank all applicants for their interest, however only candidates under consideration will be contacted.