



A North Atlantic and Petro-Canada  
Limited Partnership

**JOB TITLE: Business Analyst**

**ABOUT NORTH SUN ENERGY**

North Sun Energy is a strategic partnership between North Atlantic and Suncor for the operation and growth of the retail networks in Nova Scotia, Prince Edward Island (PEI), and Newfoundland and Labrador through the North Atlantic and Petro-Canada brands.

**Position Overview**

Reporting to the Management team, the Business Analyst (BA) will develop and maintain a variety of reports that are utilized to run the business, identify opportunities, and develop best practices.

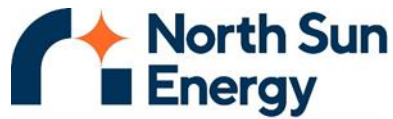
The Business Analyst will assist the prioritizing of initiatives to be advanced. The BA should have a positive enthusiastic energy with a “Can Do” attitude. If you have the drive, experience and are looking for an opportunity to work with a diverse and growing company, please submit your cover letter and resume to North Atlantic.

**Duties and Responsibilities:**

- Create reports and analytics for the management team (daily, weekly, monthly & quarterly reports)
- Identify KPIs that should be tracked and reported on
- Gather critical information from various sources to aide in the evaluation of new business opportunities
- Deliver presentations outlining opportunities and challenges associated with data analysis
- Prepare PowerPoint presentations on opportunities and key findings
- Assist in forecasting activities including cash flow and financial projections
- Track, analyse and provide management with fuel and c-store inventory reports
- Analyse and provide management with c-store gross margin and royalty reports
- Other duties as required

**Qualifications:**

- University Degree or College Diploma focused in business, accounting, entrepreneurship or economics, an equivalent amount of education and experience may be considered
- 1-2 years' business or accounting experience
- Experience with business analysis and report writing is required
- Working knowledge and experience with Word, Excel and PowerPoint is required
- Presentation skills



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- Sharp attention to detail
- Entrepreneurial spirit would be an asset
- Energetic personality with a great attitude, show discretion and confidentiality when required
- Must be able to work independently and as a member of a team

North Sun Energy is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to [careers@northatlantic.ca](mailto:careers@northatlantic.ca).