



## **Job Title: Business Systems Analyst**

### **About North Atlantic**

Headquartered in St. John's, Newfoundland and Labrador, North Atlantic is a diverse and growing operator in retail gas and convenience, commercial, and wholesale fuels. A leader in the energy industry in the region for more than 30 years, its group of companies, NARL Marketing LP, North Sun Energy, NARL Logistics LP, Canadian Maritime Agency Ltd. (CMAL) and Terra Velo Solutions (TVS), collectively manage a robust energy and logistics network across Atlantic Canada, supplying customers with gasoline, diesel, marine fuel, heating oil, and jet fuel.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

North Atlantic has built its reputation on quality products, extraordinary service, and support for local communities. With our people first approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

**For more information about the North Atlantic, please visit [www.northatlantic.ca](http://www.northatlantic.ca)**

### **Position Overview**

The Business Systems Analyst (BSA) – Operations & Integration (Intermediate) supports the alignment of operational processes and business applications. This role focuses on understanding how work flows across teams and systems, identifying gaps or inefficiencies, and contributing to improvements that strengthen end-to-end process and data flow.

The ideal candidate has hands-on operational experience and growing systems analysis capability and is comfortable working across multiple applications while partnering closely with operations and IT teams.

### **Responsibilities**

- Work with operational teams to understand day-to-day workflows, system usage, and pain points.
- Document current-state processes and system interactions using process maps and workflow diagrams.
- Analyze how data and transactions move between systems, identifying breaks in flow, duplication, or manual workarounds.
- Assist in gathering and documenting functional requirements for system enhancements and integrations.



- Support analysis of system issues by tracing problems across business processes, applications, and data.
- Collaborate with IT and vendors to support improvements to system integration and automation.
- Participate in testing activities to validate that solutions meet operational requirements.
- Contribute to change impact assessments and support adoption of new or improved systems.
- Build a strong understanding of how operations rely on multiple systems working together.
- Identify opportunities to reduce manual effort and improve reliability through better system flow.
- Ensure operational realities such as timing, volume, and exceptions are reflected in system requirements.
- Support continuous improvement initiatives by providing system and process insights.

### **Qualifications**

- Bachelor's degree in Business, Information Systems, Computer Science, or equivalent experience.
- 3–5 years of experience in a Business Analyst or Business Systems Analyst role.
- Experience working in operations-focused environments such as supply chain, logistics, utilities, energy, retail, or manufacturing.
- Demonstrated ability to analyze processes that span multiple systems.
- Strong analytical and problem-solving skills.
- Effective written and verbal communication skills.
- Preferred Skills
- Exposure to ERP and operational systems.
- Basic understanding of system integrations and data flows.
- Experience with process mapping or workflow documentation tools.
- Ability to work effectively with both technical and non-technical stakeholders.
- Comfortable working under guidance while progressively taking on more complex analysis tasks.
- Enthusiastic, self-starter with the ability to work as a team, and take the initiative to contribute to the company's overall success.

North Atlantic 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 (\*benefits vary based on employment status)



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)

Candidates are encouraged to apply by **March 31, 2026**.