



JOB DESCRIPTION

Position title:	Business System Coordinator
Department:	Technology Services
Reports to:	Manager Technology Services
Number of Reports:	0
Last Updated:	October 26, 2022

Access Copyright has an exciting opportunity to join our team as Business System Coordinator!

About Us

For over 30 years, Access Copyright has been a collective voice of Canadian creators and publishers, and their right to be paid for the reproduction of their work. We facilitate content use for educational and professional purposes so that users can customize published materials with an assurance that the original creators and publishers also benefit. When creators and publishers benefit, they can continue creating new and innovative works. In total, we have distributed over \$470 million in royalties to rightsholders in Canada and around the world.

Through our creator-focused innovation lab, Prescient Innovations, Access Copyright is also dedicated to exploring the future of rights management and content monetization. We are one of the few organizations globally focused on exploring blockchain and exponential technologies from the creator's perspective.

Job Summary

As the Business System Coordinator, you are a highly driven individual with integrity, a great work ethic and excellent interpersonal skills. In this dynamic role you will oversee the transformation of Access Copyright's business systems.

The Business Systems Coordinator will partner with internal and external business users in the implementation of a new Enterprise System (ERP). Collaborating with all stakeholders, you will gather and document business requirements and help develop the new systems, infrastructure, and processes that will take Access Copyright into the future.

The Business Systems Coordinator manages the day-to-day planning, workload delegation, and assists with problem solving as well as aiding team members with issues as they may arise so that the business systems implementation stays on track.

You will get to:

- Acquire a detailed knowledge of Access Copyright's current business systems and processes.
- Function as a liaison between the business users, the IT Team, and third-party partners regarding the implementation of the new ERP system.
- Analyze business/user needs, document requirements and recommendations.
- Review, analyze and recommend changes to processes and procedures to introduce business efficiencies and assist/drive implementation.

- Recommend and implement performance metrics and processes that will assist in measuring ongoing business operations.
- At all times, provide a professional, courteous, and rapid response to staff throughout the organization as well as communicating, resolving, and/or initiating the resolution of problems and concerns as a liaison with third-party partners.
- Provide input to strategic plans and activities.
- Project manage a high-profile initiative.

The successful applicant will have:

- A post-secondary degree in Business and/or Information Technology.
- Over 5 years' experience in business systems analysis, including requirements definition, preparation of design and functional specifications, testing, implementation, and quality assurance.
- Project management experience.
- Experience managing organization-wide technology rollouts.
- Proficiency in MS365 Suite, including Office 365, Word, Excel, PowerPoint, Project, Teams, and Visio.
- Excellent communication (both written and oral) and interpersonal skills.
- The ability to deal with multiple stakeholders and manage competing priorities.
- The ability to work in a dynamic, changing environment.
- Good listening as well as good responsiveness, relationship building, influencing, and planning skills.
- Outstanding analytical and problem-solving skills that result in well thought-out, actionable recommendations.
- Strong documentation skills.
- The ability to take initiative and work independently with minimal direction within a team environment.
- The ability to model personal ethics and Access Copyright's values.
- The ability to effectively interact with people at all levels both inside and outside the organization.
- The ability to communicate and cooperate effectively in individual and group settings.
- The ability to act with discretion and diplomacy.
- Positive and enthusiastic demeanor.
- Excellent planning/organization and time management skills.
- Experience with training users on software programs.

Access Copyright strives to be an inclusive and safe space for all, and to accurately reflect the diversity of the various stakeholders that we serve. We strongly encourage expressions of interest from people who are members of marginalized and/or underserved/underrepresented communities, especially individuals who identify with: First Nations, Metis, or Inuit, or people of colour; diverse gender and sexual identities (including LGBTQ2+); people living with dis/ability.

Why Access Copyright?

Access Copyright's corporate culture is centered on the values of transparency, innovation, nimbleness, and collaboration. Each employee brings a unique set of skills and experience that contribute to the success of our organization, and are encouraged and supported, in the spirit of entrepreneurship, to try and evaluate new ideas, continuously improve processes and procedures, and to grow and stretch in their positions. With a flexible, hybrid work environment, Access Copyright offers its employees a welcoming atmosphere with bi-weekly all-staff meetings, monthly organizational check-in on our company-wide goals as well as a competitive compensation package.

Individuals interested in applying are invited to send in a resumé and cover letter summarizing their qualifications by email to info@accesscopyright.ca. Please reference Business System Coordinator in the subject line.

We thank everyone for their interest but only those selected for an interview by Access Copyright will be contacted.

Access Copyright is committed to providing accommodations for people with disabilities. If you require an accommodation, kindly let us know and we will collaborate with you to meet your needs.