

Junior Business Data Analyst & Zoho Coordinator Edmonton, Alberta

Imagine helping to reduce a person's debt and relieving them of massive stress! You have just given that person's life back to them! You will support the business operations and team members that administer our debt reduction and credit building programs to our clients. You have become the reason why many of our clients choose 4 Pillars over other debt industry options.



Major Career Challenges at 4 Pillars Edmonton

- Working in a hectic, fast-paced, heavy work load, and high stress environment.
- Adapting to a rotating daytime, evening, and weekend shift schedule.
- Proving your company loyalty through learning, action, and attendance.
- Dealing with highly emotional clients that depend on your consistent physical & mental presence during office hours.
- Learning and adapting to a highly-automated system/process computer environment.
- Completing tasks in a timely manner adding to the team's performance.
- Working in a growing and constantly changing work environment.
- Completing the occasional special project on top of your regular work load.
- Developing a team first attitude as a path to growth within the company.

Position Description

We're looking for a humble but ambitious high performing tech savvy Junior Data Analyst to do extensive data mining while learning our automation software Zoho.com. We would like this person to stay with company long term and grow into a senior role. The ideal candidate thrives on challenging workloads that indirectly positively affect the lives of our clients. Working hard for 4 Pillars means making people happy!

Your Day-to-Day

- You will be working daily with Microsoft Excel, and the Zoho.com suite of programs (Zoho CRM, Zoho Reports, Zoho Motivator, etc.).
- You will do extensive training of our Zoho.com suite of programs to eventually become our in-house expert.
- You will create, run, and analyze (Data Mining) all forms of business data reports that will support all levels of the business.
- You will run reports daily, weekly, monthly, quarterly, and yearly.
- You will help team members and management understand the relationships between the reports and work being done or improvements possible.
- You may be responsible for the integrity and security of all data sources.
- You may advise management on improvements to data sources for improving report relevance.
- You may do weekly and/or monthly presentations to management and/or all team members.

Primary Skills You Bring to the Team

- Recent graduate with a statistics or business related certificate or bachelor's degree.

- Out of box thinker always looking for creative solutions.
- Exceptional attendance and company loyalty.
- Excellent and tactful English communicator in speech, writing, and through technology.
- Extremely comfortable with technology and computers with good to expert skills.
- High to extreme attention to detail without slowing down.
- Experience using Zoho an asset.

Who You Are

- A future leader that is always on time, dedicated, grateful, flexible, and actively engaged.
- Driven to excel by always accepting advice or criticism and quickly learning from mistakes.
- Effective problem “preventer” using common sense when dealing with clients and other team members.
- Professional and respectful in attitude and attire.
- Compassionate and caring for clients and other team members.
- Outgoing, proactive, and career minded by taking positive risks and sharing ideas.
- Amazing team player who is always building other people up and bringing them together.

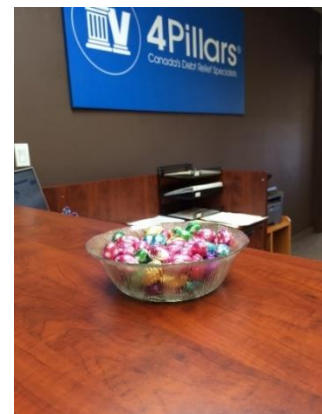


Why 4 Pillars Edmonton

Our passion and ability to help people are only as good as our team!

4 Pillars reviews all insolvency options with our clients including consumer proposal & bankruptcy through LIT's before preparing a plan to reduce their debt. We teach budgeting and provide credit building for our clients. We work hard so our clients get the greatest reduction or forgiveness in debt, the lowest possible payments, and a head start on rebuilding their lives.

- We are a fast growing and fast paced multi-cultural office
- Opportunities for dedicated employees with the right skills and team attitude
- Full time opportunity, 8:30am to 5pm Days, some evening shifts, and some Saturday shifts
- Starting salary based on experience
- May get bonus pay that is based on personal, team, and/or office performance
- Excellent health benefits after probation
- Industry and personal development training opportunities may be available
- We celebrate all birthdays with cake!
- 4 Pillars Edmonton has an A+ rating with the Better Business Bureau (BBB)
- 4 Pillars has over 700 positive reviews and a 4+ star rating on TrustPilot.com
- 4 Pillars has a 5-star rating on GlassDoor.ca
- 4 Pillars is an industry leader representing the client not the creditor
- Since 2002 4 Pillars Consulting Group has helped to prepare plans to reduce Canadian's debt
- In 2016 4 Pillars oversaw the restructuring of about \$200 Million in unsecured debt nationwide!
- There are over 60 4 Pillars offices across Canada



How to Apply?

- Closing date: open till we fill operational needs
- You must be legally permitted and entitled to work in Canada and Alberta on a long-term basis.
- You must be living in the Edmonton area as we do not sponsor work permits/visas or pay for moving expenses.
- All Candidates may have to take personality tests, computer skills tests, and if hired supply a Criminal Record Check.
- Please submit your cover letter and resume by email to ianh@4pillars.ca