

## **Business Data Analyst – BA05092023**

**Department:** Underwriting  
**Type of Position:** Full Time, Permanent  
**Location:** 7<sup>th</sup> Floor, 5160 Yonge Street, Toronto, ON  
**Reporting to:** Manager, Analytics

### **About Tarion**

Since 1976, Tarion has provided new home warranty protection to more than 2 million Ontario homes. We serve new home buyers and new homeowners by ensuring that one of their life's biggest investments is protected. Almost every new home in the province is covered by a new home warranty. This warranty protection is provided by Ontario's builders and lasts up to seven years. It is backstopped by Tarion. More than 375,000 homes are currently enrolled in the warranty program. Every year about 55,000 new homes are enrolled.

With more than 265 employees, Tarion works hard every day to serve the public interest by, first and foremost, protecting consumers and their new home purchases. We investigate homeowner warranty claims; resolve warranty disputes between homeowners and builders; and provide deposit and delayed closing protection for new home buyers. We also manage the Guarantee Fund, an important financial reserve designed to help shield Ontario consumers from possible catastrophic building events. All of this enhances fairness and confidence in Ontario's new home building industry.

### **About the Team**

Tarion's Analytics team is part of the Underwriting department. The main goal of the group is to provide summarized reports or data to internal and external stakeholders. In addition, the team works closely with our Information Systems department to ensure that the data stored in the Datawarehouse meets the company requirements and processes. We strive for service excellence and take pride in the work we do and always look for creative ways to improve our reports and processes.

### **Responsibilities:**

- Primarily responsible for the preparation of internal and external operational and financial type reports for the entire organization

- Gather business requirements/objectives and interpret them into reports specifications
- Extensive work with data, including investigation and analysis
- Assist in DataWarehouse requirement gathering and testing
- Take part in the projects requiring data analysis

### **Qualifications:**

- University Degree in Computer Science, Business Administration or Information Management
- 3 – 5 years' progressive experience with data analysis, corporate and operational reporting
- Working towards an Accounting Designation is an asset
- Proficiency in SAP WEBI or other BI products
- Proficiency in Excel
- Excellent analytical, written, and oral communication/presentation skills
- Ability and keen willingness to work in a team environment with all levels of the organization
- Proven experience in solving complex problems
- Demonstrated ability to balance multiple priorities in a dynamic environment

### **Why Choose Tarion?**

We believe that Tarion's employees are its most valuable asset. We strive to provide a welcoming work environment.

We offer employees a competitive compensation program, opportunities for learning and development, an employee discount program, access to wellness programs, and a variety of Employee Assistance Program tools and online resources to support well-being.

At Tarion, we believe that a strong commitment to diversity and inclusion allows employees to perform at their very best and underpins a culture in which everyone feels they have an equal opportunity to belong and build a career. Tarion is committed to developing and maintaining work environments and practices that ensure equality of opportunity in recruitment, selection and promotion, and to removing systemic barriers so that employees have every opportunity to feel included in the workplace.



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If you are a person with a disability and have questions or would like help with your application, please email [careers@tarion.com](mailto:careers@tarion.com) or contact a member of the Human Resources Department.

**Application Submissions & Deadline:**

Please submit a covering letter and resume with vacancy code **BA05092023** to [careers@tarion.com](mailto:careers@tarion.com).