



Business Analyst

About Tradition Mutual

TMI is a policyholder owned, community focused, Property and Casualty Insurance company with over \$25 million in Gross Written Premium annually. We offer high quality insurance products including farm, automobile, home and commercial through a dedicated staff of professionals, experienced agent sales force and a supportive broker distribution network. The Sebringville head office is located just outside of Stratford and has served Perth County.

For over 145 years, the knowledgeable and caring team members of Tradition Mutual have been providing products and services that provide protection and peace of mind for our Policyholders and the community. We work each day to ensure that our members and employees are treated fairly, kindly and with respect. As such our priorities are delivering exceptional customer experience and an engaged culture for our employees.

Business Analyst

We're looking for an experienced Business Analyst to join our team and drive impactful system improvement. Reporting to the President, the Business Analyst will act as a liaison between business units, supporting all Guidewire Centres with a focus on Guidewire Policy Centre, and integrations.

A core responsibility will be playing an integral role in the testing process, developing comprehensive test cases, managing defect resolution, and ensuring smooth system updates. The Business Analyst will also help shape and streamline workflows, processes, and procedures while supporting team education and training on system updates and improvements. In this fast-paced, project-driven role, the Business Analyst will have the opportunity to make a real difference in how systems are utilized and optimized across our organization.

You will:

- Design testing structure and document test case results for systematic review
- Analyze, and document business requirements to address application defects, enhancements and projects based on business needs.
- Collaborate with Guidewire users, to validate defects, document defects
- Communicate with users on updates to resolution of defects
- Support end users on special projects or initiatives as needed
- Review and update the product and rate manuals as required.
- Opportunity for project management of initiatives and projects from inception through to post go live support including stakeholder and change management
- Share insight into Guidewire roadmap and drive the roadmap to its successful completion
- Written and verbal communication of changes to all staff and management.



Qualifications

- Completion of post-secondary education in related fields is preferred.
- 5-7 years' experience in insurance and in a similar role is an asset.
- Intermediate to advanced knowledge of the Guidewire Suites and P&C Insurance is preferred.
- Intermediate level understanding of underwriting is preferred.
- Practical experience with Microsoft Office Suite.
- Intermediate to senior knowledge of business analysis, change management, documentation skills, testing and project management skills.
- Highly collaborative with exceptional verbal and written communication skills.
- Thrives in a fast-paced working environment, that requires attention to detail and the ability to prioritize.
- Practical experience with both Guidewire Policy and Billing Centre would be an asset to this role.

Tradition Mutual Offers:

- The opportunity to work with a member-owned company, who cares about its employees, members and our communities
- Educational assistance program
- Gym onsite free for employees
- We invest in your growth and celebrate your achievements.
- Competitive matching Pension Plan and employer-paid Group Healthcare Benefits Plan, including a Health Care Spending Account.
- We offer a hybrid working environment.
- Dress for your workday flexibility.

Accommodation at Tradition Mutual Insurance Company

We are committed to a selection process and work environment that is inclusive and barrier free. Tradition Mutual will work with the applicant and the selection committee to arrange reasonable and appropriate accommodation for the selection process, which will enable you to be assessed in a fair and equitable manner.

Tradition Mutual is an equal opportunity employer.

To learn more about Tradition Mutual, visit our website at: <https://www.traditionmutual.com/>

We thank all candidates for their interest, however, only those under consideration will be contacted.