CHARTIS

CHARTIS BERMUDA LIMITED
Invites applications for a
Peoplesoft Business Analyst

Chartis Bermuda Limited is a Bermuda-based insurance management and management services company, that provides services and resources to Chartis' Bermuda operations and its affiliates around the world.

We have an opening in our Data Center for a Peoplesoft Business Analyst to work with other Data Center staff to provide efficient and professional IT services to our clients. The primary responsibilities are to perform development and maintenance of PeopleSoft applications, its architecture and administration in a SQL environment. This individual will also be part of the team involved in the effort to increase the use of PeopleSoft HRMS functionality.

Duties and Responsibilities:

- Coordinate with Development Manager and other staff to carry-out projects
- Work independently with the PeopleSoft components and modules (i.e. Payroll, Recruitment, Benefits, etc.) to increase and refine utilization of PeopleSoft functionality
- Work with end-users and other support personnel to develop and enhance automation to meet business needs
- Work with PeopleTools, Application Engine and Application Designer to develop and maintain PeopleSoft applications
- Develop required reports and models in PeopleSoft
- Develop and conduct training classes as necessary for program operation and reporting capabilities
- Document procedures and practices within HR Payroll and Benefits processing groups
- Analyze current HR business environment and identify functional areas where PeopleSoft can be used to improve business processes
- Plan for implementation including scheduling, testing, installation, change mgt and follow-up
- Perform analysis and development tasks on applications, including report extracts, data warehousing and end-user reporting
- Ensure proper business and audit practices are adhered to
- Evaluate new system software against user requirements
- Provide support to helpdesk staff to facilitate problem solving, new installations and maintenance

Qualifications and Experience:
The successful candidate should have the following:

- University degree in business, management, computer science or related discipline is desirable
- Three years in-depth experience with PeopleSoft products and applications
- Minimum of 3 years working experience in HR department or information systems group working with HR Management Systems
- Solid experience with data-mining concepts, ODBC and use of business intelligence reporting tools
- Knowledge of latest HR industry trends
- In-depth knowledge of PCs, Microsoft Windows and the Microsoft Office Suite
- Project and goal oriented with the ability to prioritize and manage project tasks
- Ability to write a business case and to document procedures and technical configurations
- Ability to work effectively in a team environment
- Good telephone and communications skills
- A systematic, disciplined and analytical approach to all work undertaken

A detailed résumé should be sent in confidence to the:

Human Resources Generalist
Chartis Bermuda Limited
P.O. Box HM 152, Hamilton HMAX
or email: hrbermuda@chartisinsurance.com

NO AGENCIES PLEASE

Preference will be given to Bermudians and Spouses of Bermudians

Applications must be received by March 2, 2012