

## **Business Development and Reporting Analyst (16 months)**

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There's a New Energy on Board! Our company MHI RJ Aviation Group (MHIRJ) provides comprehensive critical operational, engineering and customer support solutions including maintenance, refurbishment, technical publications, marketing and sales activities for the global regional aircraft industry. Headquartered in Boisbriand, Quebec, and bolstered by an Aerospace Engineering Center, MHIRJ's network of service centers, support offices and parts depots are positioned in important aviation hubs in the U.S., Canada and Germany. A wholly owned subsidiary of Mitsubishi Heavy Industries, Ltd, MHI RJ Aviation Group includes MHI RJ Aviation ULC (Canada), MHI RJ Aviation Inc. (U.S.A.) and MHI RJ Aviation GmbH (Germany).

*You will be part of the Business Performance and Technical Publications team within Customer & Product Support, working with a group of Business Analysts and Engineering subject matter experts (SMEs) of various disciplines including aircraft cost and economics, maintenance, flight operations performance tools, methods, and analyses. The team is dedicated to governing the performance of the Customer & Product Support Department along with maximizing revenue opportunities for the Technical Publications Team.*

### **As part of this team you will contribute to:**

- Becoming a key member of the Internship Coordination team, leading the management of our internship recruitment program and fostering our relationship with the local Canadian universities
- Driving the development and reporting of key business performance metrics focusing on revenue generation and financial governance
- Working closely with our Finance department supporting budgeting and financial reporting activity
- Supporting the development and execution of our internal Organizational Development Training initiative
- Executive level reporting of financial forecasting and engineering throughput performance
- Supporting the operations of our Technical Publications business and ongoing strategy development
- Managing customer subscriptions, and supporting internal requests for price estimates, account statements, and invoice information
- Sales through the authoring of quotes and invoices based on customer requests and subscription renewals

### **You will develop the following skills:**

- Financial analysis
- Business acumen
- Executive communication and presentation
- Organizational skills and Time / priority management
- Proficiency with MS Excel, including advanced formulas and macros
- PowerBI Data Analytics

Gabarit Version : Oct 2021

<https://resources.workable.com/blog/writing-job-descriptions-hiring-millennials>

- Project management with MS Project Online

**The skills you bring:**

- Enrolled in a Commerce or Engineering program
- Commerce / Financial acumen
- Project management skills
- Coding / automation a plus (focus on VBA Excel)
- Experience with organizational development is a plus
- Microsoft Office 365 Suite (advanced Excel proficiency a plus)

**Additional details:**

- Position located at East Mississauga, Ontario – flexible and hybrid working schedule with expectation to be physically working at the office when required (subject to change while adhering to provincial guidelines for COVID-19)

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