

Waterfront Toronto is chartered to put Toronto at the forefront of global cities in the 21st century by transforming the waterfront into beautiful and sustainable new communities and parks, fostering economic growth in creative industries, and ultimately defining how the city, province and country are perceived by the world. If you are interested in becoming part of this dynamic organization and welcome a challenging work environment, join us as a...

Information Management Coordinator (one year contract)

Waterfront Toronto requires a highly experienced information management coordinator to integrate and maintain our enterprise control/management system, which allows reliable access to our company records and ensures the security of its contents. Key responsibilities are as follows:

- Maintain the Enterprise Content Management (ECM) system by ensuring that all the hardware and software are properly configured.
- Performing system administration functions that include all appropriate security measures.
- Training employees on use of system and troubleshooting any problems that may arise.
- Develop a user's manual on the best practice procedures for using the ECM system.
- Manage and maintain the FTP (File Transfer Protocol) site for both internal and external users.
- Assist with the updating of the Intranet site.
- Provide back-up to the Director of IT and the IT Manager.

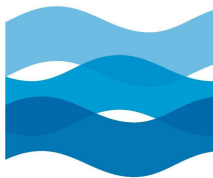
Skills and Qualifications:

- Proven knowledge/expertise of document management systems (e.g. Microsoft SharePoint).
- In-depth knowledge of MS Windows XP/Windows7, MS Office, TCP/IP and associated services (e.g., DNS, DHCP), Windows Terminal Services, PC and Server hardware.
- Knowledge of Citrix Presentation Server an asset.
- Knowledge of Hummingbird Document Management an asset.
- Demonstrated experience in providing information technology hardware and software systems support services (e.g. Windows software installation and related training, server support and troubleshooting system/applications problems).
- Sound knowledge of servers & server-related best practices is required.
- Excellent verbal/written communication, reading and comprehensive skills.
- Ability to manage cross-business teams in order to refine enterprise content practices.

Salary and Benefits: We offer a competitive salary and benefits package.

Candidates should mail/fax or email their resumes and brief cover letter by June 30, 2011, **quoting File #4/11** to:

Human Resources
Waterfront Toronto
20 Bay Street, Suite 1310
Toronto, Ontario M5J 2N8
careers@waterfronttoronto.ca



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We thank all applicants, however, only those selected for an interview will be contacted. We are an equal opportunity employer.

For more information visit our website at: www.waterfronttoronto.ca