



DATE: March 1, 2019

JOB TITLE :
Systems Solutions Specialist

REPORTING TO: VP of Operations

This is the opportunity you've been searching for, with the elements you need to send your career in the right direction. At GFD, you will be working in a progressive forward-thinking financial services company that is growing quickly with opportunity for career growth and advancement. In this role you will gain exposure to a wide variety of systems and will contribute to the on-going development of a first-in-class member interface.

In this role, the **Web and IT Systems Coordinator** contributes to on-going development and maintenance of all GFD systems and operating platforms.

DUTIES

- Leads the activities related to IT systems and website development including overall platform, content, user interface and back-office systems integration
- Provides web application and database management expertise
- Provides expertise in software development, programming, network security and web/database server maintenance
- Performs systems analysis and provides improvement plans
- Liaises with IT contractor(s) on development projects and system security reporting as required
- Ensures all web based services and databases are secure, operational and running efficiently
- Maintains knowledge with current and new technology and software
- Acts as gatekeeper for data security and ensuring required security standards are followed
- Provides network administration support as required

REQUIREMENTS

- Degree or diploma in computer science or a relevant discipline
- Three years' recent related experience in computer programming and network administration
- Well-versed in current of web technologies, developments and server technology
- Demonstrated knowledge of programming languages including HTML, CSS, PHP, and JavaScript
- Demonstrated knowledge of database technology specifically working with MySQL

- Experience with CRM and CMS software programs
- Organized with solid project coordination skills
- Advanced interpersonal and customer service skills as well as a high level problem-solving skills
- Ability to make decisions and determine appropriate action as required
- Experience with data conversion and migration
- Knowledge of Visual Fox Pro is an asset

BENEFITS

We are in the Bristol Circle neighbourhood of Oakville, with easy access to the 403, QEW and the Cineplex Oakville Entertainment Centrum. Our environment is friendly, flexible and inclusive. We offer a competitive compensation and benefits package that includes 100% coverage no fee dental, medical and vision coverage, work life balance and RRSP matching.

Interested candidates should visit <https://gfd-of-canada.workable.com/jobs/916230> to apply.