

Database Administrator, Permanent Full Time

Type: Full Time Term, 37.50 hours per week

Location: Burnaby, British Columbia

Compensation: Starting Salary \$48,672 per annum with excellent benefits after probation

posAbilities assists persons with developmental disabilities to lead meaningful and healthy lives by partnering with the community to provide a comprehensive range of person-centered services for individuals and the families who care for them.

The Database Administrator is a member of the Administration Department and reports to the Director of Administration.

MANDATE

To manage and maintain Association databases to ensure optimal availability and data integrity.

EDUCATION, TRAINING AND QUALIFICATIONS

- Minimum three years technical experience in database management and administration

SKILLS AND ABILITIES

- Excellent interpersonal skills and ability to work both independently and in a team setting.
- Maturity, tact, good judgment and problem-solving abilities.
- Reliability, consistency and initiative.
- Knowledge of computers and MS Office Suite
- Experience working with Microsoft SharePoint
- Demonstrated ability to analyze data quality
- Patient, meticulous and logical
- Able to work quickly, under pressure and to deadlines
- Excellent problem solving, analytical, administrative, organizational, communication and interpersonal skills
- The ability to work to a high degree of accuracy
- Excellent written and spoken English
- Good team-working skills

RESPONSIBILITIES

- Manages, monitors and maintains organization's databases
- Makes requested changes, updates and modifications to data
- Ensures database integrity, stability and system availability
- Assists Director of Administration with database design and development
- Manages database access and updates user permissions
- Ensures databases meet user requirements
- Monitors and corrects data accuracy
- Assists Director of Administration with implementation of security measures
- Produces and updates operating manuals
- Provides user training, support and feedback
- Responds to Help Desk inquiries
- Archives data
- Keeps up to date with developments in technology
- Produces and updates Human Resources related reports using Microsoft Excel Spreadsheets

- Collaborates with Human Resources department and troubleshoots reports related inquiries
- Other duties, as assigned
- Provides training on organization's databases to staff members

ADDITIONAL INFORMATION

The ability to function independently and frequently under pressure is an ongoing expectation. A moderate level of physical fitness is required.

Interested parties please apply online with resume and cover letter to <http://www.posabilities.ca/careers/apply-now> or via email to careers@posabilities.ca. Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.