



Position: Technology Integration Specialist

**Job Descriptions:**

- Coordinate implementation for all technology and business system projects across the organization
- Track all technology and business system projects ensuring deliverables and timelines are met; proactively communicate with operation manager and specialist team leader and assist in implementing accountability measures
- Assist in transitioning of current advisor and client records to a new business management system.
- Develop and facilitate training, SOP's, user guides, information sheets and other user-friendly communication tools for implementation for the new technology and business systems across the organization.
- Support the launch of the new business management system, including but not limited to setting up with equipment, workflow management, data entry, report development, etc.
- Generate and produce regular and ad hoc analysis and reports for sales, marketing and management of the company
- Assist the marketing function to develop new initiatives with the use of social media and to manage/improve current social media programs that the company has currently implemented
- Provide support for administrative/special projects that are IT related
- Support other technology related initiative or projects, as needed
- Perform other duties as assigned

**Requirements:**

- Post-secondary graduate
- Proficient in Microsoft Office, with particular expertise in Excel
- Tech-savvy and detail-oriented.
- Logical and Analytical Oriented
- Team player
- Be able to work in a fast-paced office environment
- Previous experience is a plus but not necessary

**Position Type**

- Full-Time 6-Month Contract