

## **Business Systems Administrator**

SureWerx is a national supplier of tool, equipment and safety product lines for the Canadian market. Our products include: abrasives, air tools, hand tools, material handling, lifting equipment and safety apparel and products. We are a privately held, proudly Canadian company recognized as a leader in the wholesale distribution of tools, equipment and safety industry. Our head office located in Coquitlam, B.C. with six branch offices strategically located in the major cities across Canada.

SureWerx is looking for an experienced Business Systems Administrator at our Coquitlam location. The Business Systems Administrator will play a vital role in the administering, configuring and delivery of services to both the business and information technology. The ideal candidate will have five years of experience in a medium to large well structured environment.

### **Responsibilities**

#### **Maintenance:**

- Assist in defining corporate data repository from master data and data warehouses
- Ensure the data environment is secure from internal, external, and operational threats

#### **Administration:**

- Guide core users in accessing and analysing data
- Develop reports as needed by the business
- Accurately move Excel/Access based tools to the proper business environment

#### **Future Proofing:**

- Develop interfaces with business systems to ensure consistency in data among all data instances
- Work with vendors to develop, troubleshoot and maintain the data environment
- Provide advice and recommendations to the Chief Digital Officer for improvements to the infrastructure
- Assist in other related tasks and projects as assigned by management

## **Skills and Qualities**

- Bachelor's or Associates degree in Computer Science or related field;
- Five to seven years in a medium to large well structured environment with a strong focus on data warehousing;
- Strong database skills and experience with website development;
- Ability to operate in a high-pressure environment and successfully manage competing priorities;
- Ability to gather, interpret, document, and evaluate server requirements;
- Excellent oral and written communication skills;
- Excellent project management skills;
- Strong technical and problem solving skills;
- Team player with drive and dedication to get work done well;
- Demonstrated ability to be proactive when dealing with issues and challenges;
- Experience supporting and administering CRM systems (especially Salesforce.com) is a definite asset.

## **How to Apply:**

We offer a competitive compensation and benefit package. If you are interested in this opportunity, please forward your resume via e-mail complete with a cover letter to [careers@surewerx.com](mailto:careers@surewerx.com). We thank all applicants for their interest in SureWerx; however, only those who qualify will be contacted.