



## Job Description

**Position:** IT Manager (with Web Development and SEO experience)

**Overview:** National Transportation Company located in Mission B.C. requires a senior IT manager who wants to take on a challenging role of capitalizing on our Transportation Management software. This individual will have the chance to make a difference and show their capabilities by being the lead IT person within the organization. This leader must have the ability to create a can do environment and stimulate continuous improvement and an aptitude for project management; delivering results in a timely fashion while maintaining strong relationships with internal and external customers.

### Responsibilities:

- Work with Transportation Management Software (TruckMate) and build an efficient system
- Work with Great Plains Software to build an efficient system
- Utilize Crystal Reports system within TMW to produce management reports
- SQL database programming, queries and database administration.
- Provide management reports that are accurate and timely. Data extraction, reporting and analysis from multiple sources for corporate reporting requirements.
- Develop and document business requirement while working with teams and various levels of management to achieve business goals.
- Provides status and technical transparency through effective communication both written and oral to all stakeholders.
- Provides a technical role in researching alternate solutions, and making recommendations associated with the development, testing and implementation of integration solutions.
- Participates in project teams to deliver total business solutions. Ensures total project is in accordance with departmental standards and methodology. Conducts system testing, user acceptance testing, conversion, and user training as needed
- Summarizes and reviews documentation and develops informational or technical materials, including status reports
- Works with outside IT firm on monitoring the capacity and performance of the company's IT resources including: network, servers, storage, etc.
- Research current and potential resources and services and make recommendations about purchase of technology resources. Managing and maintaining an enterprise environment of all-things IT – including custom IT applications, technology infrastructure, and high-quality software
- Web developing and SEO/Keyword optimization
- Working with our AdWords campaign to ensure maximum exposure and traction
- Monitor and resolve help desk ticket requests and issues in a timely manner



**Skills:**

- Superior problem solving skills
- Knowledge of SQL database programming and database administration
- Familiar with variety of technologies and software development
- Able to communicate effectively in writing and in person
- Strong multi-tasking and time management skills
- Excellent team player and leader willing to mentor staff
- Ability to work in a fast-paced, high volume environment

**Knowledge:**

- Transportation software experience not mandatory but considered a valuable asset
- Familiarity with TMW Crystal Reports would be considered an asset
- Understanding of Great Plains software would be considered an asset
- Proven portfolio of web development and SEO optimization
- WordPress experience would be considered an asset
- Understanding of Microsoft 365 Sharepoint Software
- A bachelor's degree in Computer Science, Engineering or related field
- Strong SQL and web services skills used as an integration tool along with ability to do SQL queries and relational database