

## **BE PART OF SOMETHING GREAT ... JOIN OUR TEAM!**

### **Company Information**

Scholar's Choice is the largest retailer of educational toys and teaching materials for parents, teachers, early childhood educators, schools and childcare centres in Canada.

**Our vision** is to give every child a reason to love learning so they can achieve their hopes and dreams.

You can see that we have a big vision and **our core values** that support us in our day to day actions as part of our company culture:

- Commitment to Excellence
- Respectful of Everyone
- Integrity
- Passionate
- Humble & Gracious

We are currently seeking a passionate and dynamic *IT Manager* to join our team at our head office in London, ON. If you feel this is something that you want to be a part of, go ahead and apply for this position.

### **Job Summary**

Reporting to the CEO, the Information Technology Manager is responsible for the effective planning, organization, and operation of information technology (IT) infrastructure services and support across the organization. This individual oversees IT project management, resource management, supervision of IT staff (and/or contracts), as well as communication with the executive team, business unit leaders and end users.

The IT Manager is also responsible for IT strategic and tactical planning, as well as identifying, selecting, and deploying the appropriate technology resources that will support corporate goals and objectives.

### **Roles and Responsibilities**

- Implement corporate policies, strategies and initiatives that guide the planning, integration, deployment, operation, enhancement and support of Scholar's Choice infrastructure.

- Responsible for the design and implementation of enterprise technology infrastructure, ensuring the reliable and efficient use of the WAN (Wide Area Network), LAN (Local Area Network) and VoIP (Voice over IP)
- Manage multiple information and communication systems, including Cloud services, data warehouse (SQL), security access, video monitoring and warehouse controls.
- Develops and oversees effective disaster recovery policies and standards to align with enterprise business continuity management program goals.
- Identify opportunities to provide technology that will improve efficiency and effectiveness of business deliverables as well as recognize and resolve issues that could impact organizational and operational activities.
- Oversee the optimization, stabilization and capacity planning of Scholar's Choice assets to ensure availability, security, and reliability.
- Manage capacity planning for network, computing, and storage requirements; messaging and collaboration, web services, VoIP platforms, ERP, mobile device management, software licensing, and support/maintenance agreements.
- Ensure the accurate documentation of all IT services.

## **Qualifications**

- University degree in Information Systems Management, Information Technology, or Computer Science, or an acceptable combination of education and relevant experience.
- Minimum of 5 years of progressive IT management experience, with a deep understanding of enterprise infrastructure architecture and implementation.
- Expert-level knowledge of Microsoft Windows and Server, Active Directory, Exchange Online, SharePoint, networking, datacenter virtualization, storage, databases (SQL), and scripting.
- Strong proficiency with VPN, firewall encryption, network forensics, wireless protocols, and other aspects of network security technologies.
- Advanced knowledge of Web design/application principles and tools, including modern PHP, JavaScript, HTML.
- Good overall knowledge of programming concepts, software development cycles, and associated tools and platforms.
- Demonstrated ability to successfully develop technology solutions, services, and policies across multiple sites in a consistent and cohesive manner.

## **Skills**

- Advanced analytical skills, and knowledge of project delivery framework, application development, and/or program management experience.

- An influential leader with strong analytical and problem-solving skills, in conjunction with sound judgment.
- Ability to explain technical concepts and theories to non-technical audiences, effective written and verbal communication skills, with high degree of resourcefulness, flexibility, and adaptability.
- Poise and ability to act calmly and competently in high-pressure, high-stress situations, with effective time management, task prioritization, and ability to consistently meet deadlines

#### **Additional Consideration:**

- ERP Systems
- API Integrations
- Amazon Experience
- RF Technology
- Multi-Unit National POS Systems
- Magento Platform

#### **What to Expect at Scholar's Choice?**

- Our company culture is second to none. When we say we are a family-oriented company, we mean it. We consider everyone who works with us to be family and they are treated that way!
- Competitive compensation and benefits package
- Amazing staff discount
- Free parking and free coffee
- Fun team building activities and organized events

#### **How to apply?**

If you are interested in becoming a part of our amazing team, please submit your cover letter and resume to [humanresources@scholarschoice.ca](mailto:humanresources@scholarschoice.ca)

We are grateful to all who have shown a desire to join our family. However, only those who are being considered for the position will be contacted. We hope to speak with you soon!

Learn more about our company at <http://www.scholarschoice.ca>

or watch our video <https://youtu.be/5KByuWBMkhc>