



# SBCI

School Boards' Co-operative Inc.

## **Bilingual Data Administrator (Data Management) (French/English)**

### **Organization:**

For Ontario school boards that wish to improve efficiencies, decrease their costs, and mitigate the negative impacts of absenteeism, SBCI – a member-owned not-for-profit co-operative – provides expert actuarial, attendance, health and safety, and workers' compensation consulting services. Through our industry-leading knowledge and collaborative approach, we work to make schools safer, healthier, and more productive.

We are currently seeking a qualified candidate to fill a full-time permanent Data Administrator role in our Data Management Department.

This is a full-time permanent position, 5 days per week, 7 hours per day. Hybrid and remote work opportunities available.

### **Position Summary:**

Reporting to the Manager, Data Management, the Bilingual Data Administrator is responsible for a variety of database-related tasks. The Bilingual Data Administrator offers support to the different departments within the organization by providing accurate, complete and current data, reports and information. This role has a strong focus on data integrity to ensure data is reliable. The Bilingual Data Administrator will extract data from databases and creates useful reports for internal/external clients. In addition, the role includes inputting and updating information into our database.

### **Key Responsibilities:**

- Collecting, inputting, and maintaining data into our database
- Accurately performing screening and cleaning of data sets to meet project goals and deadlines.
- Processes weekly electronic cost files into database and run reconciliation.
- Data Integrity - Assists in monitoring and analyzing data quality in collaboration with the Manager and team. To resolve any data discrepancies by making the necessary corrections on a daily/weekly/monthly/quarterly basis.
- Generates reports and verifies to ensure that the data is accurate, complete and current - flags problems and co-ordinates with the Manager and team for resolutions.
- Assists with researching, investigating, and resolving a range of data issues quickly and professionally.
- Extracts and distributes routine reports from database – internal or external.
- Responds to ad hoc report requests, gathers data requirements, extracts data, and manipulates data into Excel and/or Power BI/Tableau. Builds custom reports for analysis purposes.

- Answers questions from internal staff or external clients on data and reports
- Provides Parklane training in person, online and on the phone to internal and external users. (Approximately 10% of time)
- Application administrator - creates username/passwords, applies login rules, applies security settings, set up data transfers, troubleshoot application issues, etc.
- Communicates with external and internal clients via telephone, and email to clarify discrepancies and requests for information.
- Creates and updates excel spreadsheets, project plans, training, and instruction documents.
- Sorts and organizes incoming correspondence, managing workflow and prioritizing of workload.

### **Key Skills and Experience:**

- Minimum Post-Secondary College/University Diploma
- Minimum of 3-5 years experience in Data Management and/or Administrative role
- Minimum 2+ years' experience in data analysis, data processing, reporting or a related role.
- Proficient computer skills with Microsoft Office Suite.
- Ability to manipulate data proficiently in Excel/spreadsheet, including VLOOKUP, basic formulas, and pivot tables.
- Ability to work accurately with strong attention to detail in an environment with many potential interruptions.
- Demonstrated analytical capabilities with strong problem-solving skills.
- Possess a full understanding, respect and compliance to confidential policies and procedures.
- Ability to review processes and workflow to improve efficiency and achieve or exceed department goals, by providing input and recommendations for process and tool improvements.
- Knowledge of, or strong ability to learn, the Parklane Software system is essential to the role.
- Knowledge of WSIB practices, Power BI/Tableau also considered an asset.
- Must be able to maintain positive working relationships with others, both internally and externally, work well in a team environment.
- Highly motivated, energetic, organized, reliable, and self-starter.
- Ability to embrace change with positivity and enthusiasm.
- Excellent verbal and written communication skills.
- Bilingual candidate that is fluent in both French and English (working proficiency, verbal and written).
- Communicate professionally with tact and diplomacy; be flexible when dealing with a variety of stakeholders and clients.

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to [careers@sbc.org](mailto:careers@sbc.org).

**This position will be open until filled.**

The annual salary range for this position is \$65,308 – 76,845.

**We offer our employees:**

- Competitive compensation and benefits package
- OMERS pension plan (matched by employer)
- An inclusive, team-oriented culture
- Team, group and organization-wide activities (virtual and in-person)
- Flexible hybrid work with home office/remote work opportunities available
- Reduced summer work hours
- Continued professional development opportunities and tuition assistance
- Peer-to-peer Recognition Program
- Wellness programming
- Employee Assistance (and Family) Programs (EAP/EAFP)
- Physical activity tracker program and challenges
- Paid time off (Vacation, Sick, Personal days, and bereavement)
- We strive to provide more work/life balance

This role will require some travel. The successful candidate will be required to travel by air or car (with a valid driver's license), as necessary.

Aspects of the interview process will be completed virtually.

SBCI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. Reasonable accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process.