

Floating Leaf Fine Foods is family-run, BRC accredited food manufacturing company, centrally located in Winnipeg, Manitoba, Canada. At Floating Leaf Fine Foods we encourage a friendly and professional atmosphere where all employees are treated with respect and encouraged to work as a team. Our Purpose is to Encourage Excellent Health with Healthy Cuisine and to use our experience, expertise and good judgement to produce premium wild rice and wild rice products and serve the needs of our customers with excellence.

FileMaker Developer/Administrator - Contract

We are currently recruiting a **FileMaker Developer/Administrator**. This position is responsible for leading a temporary project to update information on our company FileMaker Pro database which will include developing a custom interface using the Filemaker platform for approximately 5 users, integrate and update current data sets from Excel Spreadsheets and create a live inventory management system within. We require a developer/administrator with experience developing UI and database systems for Filemaker to create a working environment from our current system of spreadsheet and document input.

Although this position is to support a temporary project until completion, it is a full time, a competitive hourly rate to be negotiated, Monday to Friday hours.

Position Description:

- Administration, development, maintenance, documentation, and troubleshooting of a FileMaker Pro database.
- UI and layout design, scripting, and creating or modifying fields, calculations, tables and relationships.
- Insert customer and account data by inputting text based and numerical information from source documents.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions
- Other duties as they arise related to the needs of the development of the database

Education and Qualifications:

- High School Diploma plus post-secondary education in Computer Science, CIS, MIS, Informatics, or closely related field preferred
- IT experience required
- 2+ years' experience with Filemaker including complex relational design, scripting, report and UI design
- 2+ years' data entry work experience
- Proficiency with Microsoft applications (Excel, Word and PowerPoint) and MAC.
- Basic understanding of disaster recovery and database backup procedures
- Familiarity with reporting tools
- Strong written and verbal communication skills.
- Typing speed and accuracy
- Excellent organizational skills with ability to work to tight timelines.
- Organized and efficient, able to handle multiple tasks in a busy environment.
- Ability to work under minimal supervisor and within tight deadline.

This is an excellent opportunity for a dynamic and driven individual who is well-organized and an enthusiastic self-starter. If this opportunity appeals to you and you have what it takes, we are interested in hearing from you!

Please submit your cover letter to include samples of past Filemaker work to demonstrate abilities, resume and salary expectations by email no later than December 7, 2018 to careers@foodbeverage.mb.ca.

We thank all applicants, however only those under consideration will be contacted.