

KEILHAUER

Job Posting

December 13, 2018

Digital Asset Coordinator & Archivist (12 Month Contract)

\$25.00 per hour

Keilhauer manufactures seating and tables for all the areas of the organization where there is an exchange of ideas. Keilhauer products are thoughtfully made to support communication and engagement in “Heads Up” spaces, such as meeting rooms, collaboration areas, lobbies and lunchrooms. Founded in 1981, Keilhauer is a privately owned, design focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. This contract position includes 9-5 working hours, in an environment that values fun, creativity and integrity.

Are you our next team member?

The Digital Asset Coordinator will work with our marketing team to organize, archive and develop a standard operating procedure for all digital files. The Coordinator will be responsible for creating a system of archiving across the Marketing Server, and help our department implement use of BOX Digital Asset Management system.

PRIMARY RESPONSIBILITIES

- Establish and maintain organization of the marketing server, from intake to archive
- Find, import and archive assets into Digital Asset Management (DAM) system from across all channels, including photos, videos, product information and catalogues
- Assist in integrating new departments into DAM
- Create a searchable framework on DAM to improve asset findability
- Assist in integrating new departments into the DAM with appropriate access restrictions
- Create and document standard operating procedures for future asset management on servers and on DAM

QUALIFICATIONS

- Pursuing or has completed a degree in Library and Information Science
Excellent organizational skills and attention to detail are a must
- Strong communication skills
- Comfortable with Windows O/S
- Knowledge of Adobe Creative Suite and MS office
- Experience working with BOX DAM an asset

ATTRIBUTES

- Ability to work independently or with others with good rapport
- Analytical - collects and researches data; gathers and analyzes information skillfully
- Adaptable to deal with frequent change, delays, or unexpected events
- Efficiency in prioritizing and plans work activities
- Accurate and thorough; monitors own work to ensure quality

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this Job, the employee is frequently required to work in a sedentary position in an office environment. The employee requires manual dexterity to use the desktop computer and peripherals. The employee will be required to effectively communication information by hearing, talking and responding using the computer, telephone or in-person. The noise level in the work environment is usually quiet.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT EQUITY

Our aim is to ensure equality of opportunity in the recruitment process by avoiding discrimination on the grounds of: race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, age, disability, political persuasion or trade union membership. Keilhauer values each individual's attributes, personality and life experiences, and achieves this by maintaining an environment in which everyone feels supported and valued, thereby allowing us to achieve our goals.

Keilhauer is recognized as one of Canada's Top 100 Greenest Employers. We are committed to diversity and equitable access to employment opportunities.

Let us know if accommodation is required for the interview.

If this is you, send your resume to careers@keilhauer.com or by fax to (416) 759-5723 and tell us how you would be a great fit.

1450 Birchmount Road, Toronto ON Canada M1P2E3

We thank you for your interest, and advise that only those selected for further consideration will be contacted.