

PriceMetrix focuses exclusively on improving the overall business of investment firms by helping individual financial advisors to become better 'CEOs' of their business. *PriceMetrix ValueOne Program* is a patented combination of personalized intelligence reports, practice management tools, and expert services designed solely to enable advisors and managers, at all levels, to proactively identify and close client, product and pricing opportunities.

PriceMetrix customers typically realize increases in assets, revenue and fee-based advisory business, as well as, improvements in household quality and pricing.

Founded in 2000, PriceMetrix has its principal place of business in Toronto, Ontario, and services a broad range of clients within Canada and the United States.

Server/Network Administrator

Position Profile

Operating on an ASP basis, the PriceMetrix ValueOne Program employs a data mining back-end process, to facilitate the generation data visualization tools, and feature rich web-enabled applications.

In this role, reporting to the Vice President, Technology, the Server/Network Administrator will be accountable for all aspects of the network infrastructure, server environments and security administration. This position will provide a wealth of opportunity for a forward thinking, pro-active individual who enjoys a wide scope of responsibility and thrives in a fast-paced, dynamic environment.

The Server/Network Administrator is responsible for the research, design, installation, configuration, security and support of all server and infrastructure components. The infrastructure is comprised of:

- Corporate email and various secure messaging services
- File, print, application and database server administration
- Backup, restoration and disaster recovery protocols for all systems commensurate with the sensitivity of the corresponding data
- Database maintenance, synchronization and optimization
- Enterprise protection against disruptive technologies (i.e. virus protection, anti-malware)

The ideal candidate will also possess a CISSP designation or similar information security credentials combined with relevant experience with corporate security solutions including encryption technologies, secure file transfer and firewall configuration. This is relevant for both office-bound and remote users.

Every member of the PriceMetrix Technology team works both as part of a team and independently. The Technology team collaborates very closely with the Production, Client Services and Integration teams. Like all members of our team, the successful incumbent will be highly self-motivated, detail-oriented and creative.

Responsibilities include:

Infrastructure Management

- Enhance and maintain systems integrity by proactively initiating the research, evaluation, and implementation of hardware, software and technology tools beneficial to PriceMetrix
- Supporting the IT budgeting process by forecasting requirements, researching alternatives and building business cases for recommendations
- Accept prime responsibility for the adherence to corporate availability and performance SLAs
- Act as the support prime for all infrastructure support issues
- Promote an active security mind-set throughout the organization
- Evaluate and develop, as needed, control processes to ensure data protection
- Continuously monitor systems compliance against System Processing and Information Security (SPIS) Policy and other corporate policies and procedures
- Conduct network vulnerability assessments; evaluate results, recommend actions and lead implementation, as appropriate
- Maintain strong relationships with software, hardware, security and other technology partners

Systems Documentation

- Ownership of the IT procurement process and its associated documentation
- Provide real-time maintenance of software license acquisition, allocation and compliance
- Centrally manage and renew, as required, all support contracts
- Maintain network diagrams at the logical and physical level. (Appropriate maintenance procedure documentation is also required)
- Assume responsibility for the current disaster recovery plan and test periodically
- Document other core systems components as necessary

Position Qualifications

Each candidate should be prepared to demonstrate sound knowledge and thorough experience in the following areas:

Technical Skills

- 4-6 years experience maintaining the infrastructure of an ASP-based application or service
- 2-4 years experience supporting traveling users and solving issues related to the risk associated with data loss or exposure (i.e. encryption, VPN, virus-protection)
- 5+years experience in a network management role supporting:
 - Windows 2000/2003, xNIX environments
 - Enterprise data backup and/or synchronization services Anti-malware technologies
- Experience managing very high volumes of data
- 3-5 years experience supporting MS Exchange 2000/2003 and performing upgrades and/or migrations
- 3-5 years experience supporting RIM Blackberry Enterprise Server

- 1-2 years of exposure to Single Sign-On/Identity management solutions
- 3-5 experience with network management including intrusion detection and prevention systems
- A relevant Bachelors degree in computer science/electrical engineering/computer engineering/network designer equivalent college diploma
- Ideally, 3-5 years experience supporting WAN infrastructures including specific experience with Cisco, Juniper and Microsoft ISA firewall technologies

Qualitative Skills

- Excellent organization and communication skills
- An exceptional level of ownership and personal drive
- A self-starter with a proven ability to be results-oriented
- A strong focus on operational efficiency and the creative injection of continuous improvement initiatives
- Willingness and ability to be flexible with work hours
- Strong analytical ability and business acumen
- The ability to proactively identify problems before they occur
- Comfort and experience dealing with large amounts of highly sensitive data
- An ability to undertake creative exploration
- Demonstrable technical documentation and presentation abilities

Candidates who can demonstrate the following abilities will be received as more highly qualified than those who do not:

- Experience within the retail brokerage / financial services industry
- IT auditing or controls implementation experience (Cobit, ITIL, ISO17799/27001, FISAP)
- Hands-on experience with remote access tools such as SSL VPN technologies
- 1-3 years performing DBA responsibilities for MS SQL or Oracle databases. Exposure to database synchronization and/or clustering would be preferred.
- Familiarity with development languages such as: SQL, C# .Net, MS SQL toolsets such as Reporting or Analysis Services, various scripting languages

Expected Corporate Standards

Every employee of PriceMetrix and the successful candidate are expected to:

- Approach work in a collaborative manner: offer expertise readily and assist team members in accomplishing individual and collective tasks,
- Display initiative around their training and that of others, and actively pursue professional development opportunities,
- Offer and respond to feedback in a constructive manner,
- Think critically and be open to new approaches and 'better ways' – avoid taking the path of least resistance,
- Challenge our Clients, their colleagues, and themselves in the interest of making them more successful,
- Respond to business demands with urgency, and be calm and reasoned during pressure and crises,
- Exhibit pride and ownership in the quality of our services and products,

- Have personal respect for their colleagues and professional respect for everyone's role in our success,
- Represent the firm to Clients, prospects, vendors and candidates professionally,
- Treat Client information, and information about our businesses, in confidence,
- Communicate clearly in English.

Application Instructions

Interested candidates should submit their application to the recruiting team at recruiting@pricemetrix.com, citing the position title in the subject line.