



Administrator, Information Management Position at WDBA

Company Profile

Windsor-Detroit Bridge Authority (WDBA) offers a unique opportunity to make a lasting contribution to the largest bi-national infrastructure project in North America today – the Gordie Howe International Bridge. Join our Canadian Crown corporation in fulfilling our mandate to build and operate this new international bridge at the busiest commercial land border crossing between Canada and the US.

The Gordie Howe International Bridge project is a once-in-a-generation undertaking. Worth \$6.4 billion (CDN), the project includes the delivery of four major components: the longest cable-stayed bridge in North America, the largest Canadian and US Ports of Entry (POE) along the Canada-US border, and a new interchange creating a direct connection into the Michigan Interstate system.

About this Opportunity

At WDBA, we value our people and their contributions in an environment of trust, support and dedication. As a member of the Finance Department and reporting to the Associate Vice President, Business Solutions (AVP), the Administrator, Information Management (IM) will assist with the daily administrative and clerical functions of IM Services. This position will support the Specialist, Records Management Information (RMI) with Meta Data Inputs, Retention Schedule management, database auditing and clean up, as well as various other information management projects and initiatives.

Position Requirements

- Data Management or Library Sciences Bachelor's or Diploma preferred
- 1+ years' relevant experience in an clerical/data entry role
- 1+ years' experience working with information records and Meta Data would be considered an asset
- Excellent prioritization skills with the ability to prioritize own time and time and work flow of others
- Strong administration and organizational skills and good knowledge of filing procedures / document management
- Is a self-starter, ability to work independently and collaboratively with a team
- Demonstrated ability to effectively and professionally communicate orally and in writing
- Ability to multi-task and handle a variety of responsibilities while maintaining strong attention to detail
- A thorough understanding of the importance of confidentiality, discretion and sound judgement
- Analytical, research and problem-solving skills
- Intermediate to advanced MS Office skills
- Microsoft Dynamic 365, including SharePoint and/or Syntex, or other ERP software experience an asset
- Familiar with information organization systems including information architecture models, classification schemas and metadata would be considered an asset
- Knowledge of Electronic Document Records Management Systems (EDRMS) is considered an asset
- Knowledge of federal records and information management legislation, policies, standards, and guidelines would be considered an asset
- Ability to obtain a [Government of Canada Personnel Screening/Security Clearance](#)
- Ability to travel within Ontario and Michigan
- Hours of work may include evenings and weekends



Working at WDBA

Our work offers a perfect balance of reward and challenge. Here are some of the amazing advantages of being part of our team:

- Work with dedicated and collaborative colleagues on a once-in-a-generation project.
- Receive full-time employment with competitive compensation packages.
- Have the opportunity for ample growth and development, including paid training options.
- Be rewarded for being a high performer through our employee performance review program.
- Join one of our many employee-led committees, including supporting the continued development of diversity, equity and inclusion within the workplace.
- Enjoy a comprehensive health and dental package starting on your first day, including short-term and long-term disability benefits.
- Be part of a defined contribution pension plan offered with up to 9% employee/employer match.
- Discuss with your manager hybrid and flexible work options available, including a mixed remote and in-office work environment and flex-scheduling.
- Take advantage of our extensive paid time-off benefits (vacation, personal days, volunteer day, and paid statutory holidays).
- Learn how we support “disengagement” as part of our corporate culture to achieve work-life balance.
- Engage directly with our passionate and experienced leadership team.

How to Apply

Qualified applicants may apply [HERE](#) or email their resume to recruitment@wdbridge.com up to and including April 29, 2024. **Please quote file #WDBA-251.** Resumes must be submitted electronically and are only accepted in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

This is a general position summary for a role vacancy at WDBA. A formalized job description or position outline is used to determine that the hiring goals and requirements for each WDBA position are achieved through a standard competition. The full position outline is provided to candidates selected to participate in the interview process and is to be accepted at the time of hire.

WDBA values talent and diversity as cornerstones of our success and is committed to creating a diverse and inclusive workforce that is reflective of our community and country. To support this commitment, we encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities or expressions.