



SOCAN

Society of Composers, Authors and  
Music Publishers of Canada

Société canadienne des auteurs,  
compositeurs et éditeurs de musique

## JOB POSTING Information Technology

POSITION TITLE: Junior Computer Operator (Reference #JC-01)  
REPORTS TO: Supervisor, Computer Operations  
LOCATION: Toronto  
LANGUAGE: English

### OVERALL ACCOUNTABILITY:

This position reports to the Supervisor of Computer Operations and is an entry-level position to perform the following primary functions:

- Complete the processing of computer jobs on Unix and Windows systems
- Update IT Operations procedures and manuals
- Verify and send/receive backup tapes off-site for all SOCAN computer systems.
- Print and distribute computer output, reports and documents
- Monitor and provide backup support of HP-UX, Synergy, Planet Press and Xerox printer

### RESPONSIBILITIES:

- Within a supervised environment, complete the processing of application and system jobs on Unix and Windows systems, according to Computer Operations procedures and schedules. Verify job logs for successful completion and escalate errors to IT teams.
- Assist in updating documentation for Operations manuals. Prepare quarterly MARIE distribution manual binders. Assist in preparing quarterly distribution job schedules.
- Scan contents of quarterly distribution binders, download report files, and burn both to DVD for archival purposes.
- Execute and verify tape backups and restores for all SOCAN computer systems. Label and catalogue tapes for archival purpose of tape management and storage both on-site and off-site.
- Print and distribute reports on Xerox printer from UNIX systems to Business users. Diagnose and repair printer problems for host systems.
- Monitor health of UNIX computer systems and refer any issues to Supervisor or Manager.
- Participate in IT Infrastructure projects and complete all assigned project tasks on time, on budget and to satisfaction of the user.
- Carry out other IT Infrastructure administrative tasks and procedures (e.g., updating spreadsheets, rotating backup tapes)

### REQUIREMENTS:

- Sound Microsoft Windows and Microsoft Office knowledge
- Basic HP-UX operating system knowledge



- Basic tape management and rotation methodology
- Good printer maintenance skills
- Good teamwork, communication skills and customer service aptitude
- Good organizational, time management skills and ability to carry out concurrent tasks
- Ability to lift and carry boxes weighing at least 20Kg.

**ATTRIBUTES:**

- Detail oriented
- Service oriented
- Team player
- Committed
- Flexible
- Adaptable

**EDUCATION:**

- Minimum 1 year of post-secondary Computer Systems or Programming training

**SELECTION:**

Skills may be tested and selection will be based on factors such as past performance, previous related experience and alignment of personal skills and attributes to those required to perform the job.

**WORKWEEK:**

Paid on-call and weekend work are required approximately one third of the weekends each year. Overtime work is required during critical processing periods. This is shared by the IT Operations staff. Shift work is required: 7:00 A.M. – 4:30 P.M and 8:30 A.M. – 6:00 P.M.

SOCAN offers a competitive salary and an excellent benefit package.  
Please e-mail your application with qualifications, referencing job #JC-01 by  
**12:00 noon, February 13th, 2012** to:  
[hr@socan.ca](mailto:hr@socan.ca) or apply in writing to:

**Society of Composers, Authors and Music Publishers of Canada (SOCAN)**

**Human Resources Department**

**41 Valleybrook Drive, Toronto, ON M3B 2S6**

**Fax (416) 442-3367**

***SOCAN is committed to diversity in its workforce.***

***Only qualified applicants will be contacted for an interview.***