# □□□□□□ Database Assistant

## Description

The Database Assistant will support the database administrator and art department in organizing existing file inventory and performing data entry for the our databases as required. This is an entry level part-time 3 month contract.

## Responsibilities

- Check file size and label on the image tiff, and record into Filemaker and Excel
- Create jpegs from renamed tiffs using pre-programmed batch function in photoshop
- Input additional fields into Filemaker and Excel as necessary
- Organize renamed jpegs according to pre-established image categories on the server

## Qualifications

Strong time management skills

· Shows an outgoing and positive personality, promoting cooperation and coordination from others

PROGRAMS:

· Basic Microsoft Office (Excel/Outlook)

· Experience with Adobe Photoshop on a basic level is an asset. Training will be provided.

· Experience with database management software, administration is an asset. Training on Filemaker will be provided.

## Job Benefits

- Dental care
- Extended health care
- Life insurance
- Paid time off
- Vision care

## Contacts

Send your resume to [intsconsulting.hr@gmail.com](mailto:intsconsulting.hr@gmail.com)

**Hiring organization**
INTS Consulting □□□□□□□□□

**Employment Type**
Full-time, Part-time

**Job Location**
Markham, Ontario

**Working Hours**
8 hour

**Base Salary**
$ 17

**Date posted**
2023□2□22□