



*The Greater Toronto Airports Authority is the non-share, not-for-profit authority that operates Canada's largest and busiest airport, Toronto Pearson International Airport. The GTAA's vision is framed by the development of premier airport facilities and services to meet future air travel demands; a strategic location on the North American continent; and a growing role in global trade, finance and commerce. In support of our vision to be the North American airport of choice, we require a...*

## **Information Analyst**

Reporting to the Manager, Corporate Information Services, the incumbent will be responsible for: maintaining the Resource Centre and satellite collections (Pickering and Planning) as requested, including acquiring material within a set budget, cataloging and shelving; responding to requests for information by searching published and/or non-published sources in a variety of formats – print, electronic, microfiche, etc.; participating in the i-share (Livelihood) corporate records repository as both an Advanced User Team Member and a Content Administrator supporting the Corporate Affairs department on i-share related issues and support; scanning publications, journals and other sources of information for items of interest to the Corporate Affairs and Communications department and other airport divisions; maintaining a periodical circulation process; completing surveys and business publication updates as required; developing and executing the Historical Photograph conversion project from hardcopy to softcopy including the cataloguing into document management system, and the investigation of backup conversion formatting; providing i-share training as needed by the organization in both a classroom setting and one-on-one; assisting in the implementation of future i-share modules (iRMS).

The successful candidate will possess a diploma or degree in Information Sciences. He/she will also possess a minimum of one (1) year of experience in organizing and operating a small research oriented library. Experience in providing training to adults in a classroom environment including software applications is a requirement of the position. Experience using Livelihood would be considered an asset. The successful candidate must meet the security level designated for the position.

The successful candidate will possess knowledge of: library services and information management; information research procedures; computer software applications(e.g. word processing, spreadsheet, database, and presentation and information retrieval skills from online, CD ROM and Internet sources. The successful candidate must have excellent oral, written and listening communications skills and excellent interpersonal skills in order to handle end user issues on both software and information gathering related topics and to provide training/assistance to clients. He/she must be dependable, self-motivated, and able to meet established deadlines.

We offer a fast-paced, stimulating environment along with an attractive salary/benefits package commensurate with experience. Please forward your resume to:

Greater Toronto Airports Authority  
Lester B. Pearson International Airport  
Human Resources and Office Administration  
3111 Convair Drive  
P.O. Box 6031  
Toronto AMF, Ontario  
L5P 1B2  
Fax: (416) 776-7746  
Email: [human\\_resources@gtaa.com](mailto:human_resources@gtaa.com)

**The GTAA is committed to Employment Equity and maintaining a diverse work force. We ensure that our recruitment practices are supportive of this commitment.**

No telephone inquiries or agencies, please. We thank all applicants for their interest in exploring opportunities with the GTAA, however, only those selected for an interview will be contacted.