

The Weather Network is Looking for You... Now Hiring People with a Sunny Outlook

Benefits of working for Pelmorex / The Weather Network:

- Named one of Canada's 50 Best Managed Companies for the 5th consecutive year
- Recognized as one of Greater Toronto's Top Employers for 2010 and 2011
- Keeping pace with the growth of technology, we offer unique integration of creativity, science and technology
- Leader in employment equity and diversity
- Dynamic, fast-paced environment, open-door philosophy
- State of the art facilities

Desk Operator, Part-time *Reports to: Operations Desk Manager* *Oakville, ON*

The goal of the Operations Desk is to ensure that Pelmorex is providing consumers with the best quality market information and coverage.

The Desk Operator will work closely with the Presenter. The team will analyze, prioritize and aggregate information received from numerous sources to deliver accurate, up to the minute updates in a quick and efficient manner.

Responsibilities:

- Monitoring of multiple, simultaneous information feeds including Web, audio and video streams
- Monitoring of emergency service radio feeds
- Monitoring of road and atmospheric weather conditions
- Monitor incoming data using Traffic Information System (TIS)
- Working extensively with data acquisition and edit/update to add value for operations desk
- Analyze incident events and provide well defined descriptions accurately in a time sensitive environment
- Check for updates and alerts; including UGC, user info and phone lines
- Build working relationships with city, emergency services, and transit to gather and create the best quality information in the market
- Communicate major updates to the Presenter
- Assist in training back-up Desk Operators
- Identify new content types and processes to improve desk output
- Prolonged hours during active weather may be required

Roles, responsibilities and duties may evolve and change over time.

Qualifications:

- University or College degree in Communications or Journalism
- Minimum of 1 - 2 years of media industry experience
- MS Office, overall strong computer skills

The following would be considered an asset:

- 1 - 3 years of related experience working in a transportation dispatch or call center environment is a strong asset
- News/Editorial experience
- Familiarity with major GTA highways and main roads
- Bilingual English/French

Competencies:

- Detailed oriented and organized
- Great analytical and prioritizing skills
- Enjoys working closely with data
- Highly comfortable working with computers and various software
- Ability to multi task
- Works well under pressure and in fast paced environments
- Proven written/oral communication skills
- Team player

Working Conditions:

Working in an office setting with little to no travelling. Will work extensively with computers and radio scanners.

Qualified applicants should submit their resume to: *Human Resources*, Fax: 905-829-1332 or email: hr@pelmorex.com. Please quote: **“Desk Operator, Part-time”** in the subject line. Pelmorex is committed to equity in the workplace. We thank all applicants for their interest, but only those selected for an interview will be contacted.