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Project Manager - FileMaker - One Year Contract

HSBC Technology & Services

Closing date 30 October 2013

HSBC Bank Bermuda Limited is seeking a highly motivated individual for the position of Project Manager - FileMaker in the Systems Department. The successful applicant will be responsible for system activities for multiple FileMaker solutions and the development of new systems or system enhancements. They will conduct analysis and support business requirements. They may also oversee technical staff and will assume primary responsibility for liaison with senior staff in user areas and overseas suppliers. Candidates must be capable of a high degree of independent work and prioritisation of multiple projects and tasks

Major responsibilities

- Developing and supporting complex FileMaker Pro 10/11 database solutions for a multi-user environment
- Initiating, developing and implementing new systems or services for the business or technical areas and providing and/or coordinating analysis and design of system enhancements or new system development projects
- Developing plans for new projects, defining training requirements, budgetary impact, implementing schedules, identifying resources, and associated risks for initiatives as assigned by senior management
- Supporting, Administering, configuring, monitoring and troubleshooting FileMaker Server deployments.
- Managing annual disaster recovery testing and performing risk management assessments for all systems.

Minimum qualifications

- Bachelors degree in Computer Science with five years' experience or eight years' working experience in a similar role. Experience in financial service industry preferred.
- FileMaker 10 or 11 Certification and experience with installation, configuration and support of FileMaker Server 10/11 Advanced in a Windows networked environment in addition to FileMaker Web development experience using IWP and PHP as well as implementing plug-in technologies
- Expert knowledge in computer user applications with the ability to analyze problems, prepare reports and make recommendations for improvements
- Advanced knowledge in FileMaker programming, Systems Documentation, Budgeting, EDP Audit, Computer Hardware, Mac/PC Computers, Data Security Systems, Systems Management, and Performance Management
- Knowledge of Windows automation through VBscript, Windows Server administration (event logs, performance monitoring)

Interested applicants are invited to apply by sending your résumé and cover letter to:

Email recruitment.dept@hsbc.bm
Fax 299 6524.

Post Recruitment Department,
Human Resources,
HSBC Bank Bermuda Limited, 37
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at www.hsbc.bm

All enquiries will be held in strict confidence.
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