

MINISIS is looking for people to join our team. MINISIS Inc has both “experienced” and “not so experienced” positions available. Regardless of your level of “experience” here are the key interpersonal skills we value (see below)....

Currently MINISIS is accepting resumes to ensure our team today continues and expands, tomorrow. We have no predefined concepts of who is the best individual for the positions. The right person for any of the positions below would have:

- a great **personality**, (able to listen, empathize, be optimistic and kind)
- **able to deliver** and be client centric, develop a loyal bond with the company and clients. It is our clients that pay our bills, no one else.
- likes to “**root for the underdog**” and wants to show the world that bigger, is not always better. (Oh, and you must like dogs as Titan is our corporate dog and he is the most diligent employee we have!)
- Able to **communicate clearly and effectively** in English (other languages welcomed but English is our universal default tongue)
- Wants to help us grow and **promulgate our vision of social entrepreneurial software development** (which means we do more with less, to help those less fortunate than us)
- ...and have **the ability to learn** and share skills with others and in particular **respect alternative tech** (not all software needs to be the same).

Below is a list of the positions with the Technical or Business skills MINISIS is looking for. If you are interested in any of the following jobs, please apply to hrd@minisisinc.com .

Here’s a couple of tips to expedite your application:

- If you just email a resume, it will be tough for us to get to see how exceptional you are.
- Tell us what you can do, what you are good at and what/where you could add value to MINISIS

We are not perfect, nor do you have to be, we just want to expand our family at work for the next fifty years of our evolution.

MINISIS is a place where you can work on many projects at the same time. Maybe it is R&D or implementing a new system for a client or maybe it is working on the core software or front end or training clients or delivering support. Put yourselves in our shoes. We need to figure out quickly the skills you have and what you can learn or what you are able to do, today. How can you relay those details to us? Take a minute and let us know just how special you are. Are you tired of bosses expecting unreasonable demands? Tired of the same old activities? Tired of not feeling your work is being recognized? Then may be MINISIS will be the place for you. We are big on enjoying what we do. We are big on working together and we are never focussed on money but on the opportunity and our clients. Our clients are our motivators, we are there to support them and ensure we all move forward together. Be it Library and Archives Canada, or the Truth and Reconciliation Commission (TRC) or City of Surrey closer to home, or any of F500 clients – every day is new, challenging and adds another tile of progress within our MINISIS Mosaic.

The following positions are available. Are we Hybrid employer? That depends. But **we cannot entertain off shore** labour. Simply it does not help Vancouver, BC nor Canada’s and USA workforces. Staff are able to work from home and from the office. That means all staff are assumed to be office based at least 3 out of 5 days, per week currently if in Vancouver. Our belief is that not everything can

be learned remotely or over web cam sessions. There is a deep synergy in a development team that can only be developed and grown with the ability to liaise, interact and learn from those immediately around you. Our goal is that all staff learn the core MINISIS software tools, (know how to expand the core tools and work together to bring solutions for building databases, applications and delivering SaaS services). MINISIS builds apps and tools for clients who need tech but may not have full time or available IT staff nor afford expensive database application solutions. In the world of the Cloud, everyone wants off the shelf apps ready to go. Our clients look for MINISIS Inc to take control to manage and maintain their applications and cloud software. MINISIS is looking for staff in 5 different areas. A brief description of each position/area is found below:

- 1) **TiTAN TDR staff** – more staff to add to our Trusted Digital Repository Team. The TiTAN TDR is one of the world’s most robust repository tools to ingest, manage and preserve digital assets for today and tomorrow. Skills sought:
 - a. C# and Java Script knowledge, .net environments
 - b. Understanding of the problem digital assets pose from authenticity to future conversion concerns.
 - c. Familiarity with SaaS based tools and technologies
 - d. Knowledge of digital preservation standards and complexities

Technical. Digital Asset Preservation experience is definitely helpful. This position is to help MINISIS grow with digital preservation and keep our TDR called “TiTAN TDR” at the head of the pack. Our TDR works. Our TDR does actual digital preservation activities to ensure: the ingestion of assets, to the normalisation of assets to preservation of assets. Authentication, tracking, management of digital assets is one of the greatest concerns of today. We need people that want work as coders and also those that have a familiarity with the subject matter.

- 2) **MINISIS Core C staff**– add resources to the MINISIS application and Core HDBMS development team.
 - a. People who like “C” coding
 - b. Able to read, update and if necessary, code C (we have over 15,000,000 lines of C code)
 - c. Ability to read and write C code is essential. You would work with the Chief Architect and his team to build the next 50 years of the MINISIS DBMS and tools.

Very Technical and Specialists needed. This position is to help our core product developers on the MINISIS HDBMS (it competes against products like Oracle, SQL Server, and other DBMS). 15 Million lines of C and C++ code to manage, expand and update as needed. Our Chief Architect built all of these lines of code and he is brilliant! MINISIS Inc wants to expand his team for the future. So having people who can listen, learn, understand architecture of a DBMS toolkit and can write user exits and features is vital and help us continually expand the MINISIS HDBMS. This job is a core vital job for the company.

- 3) **JavaScript/MINISIS Web developers**
 - a. Familiarity with MINISIS Web Interface products helps but not essential.
 - b. Java script (node, react, vanilla)
 - c. Front and back end developers.
 - d. Ability to work in teams and individually.

Technical job and maybe some design work. This position would work on helping us deliver our online public access sites and web sites for clients. This position would help

us develop cool interactive interfaces and online tools to show the robustness of searching and display via MINISIS and web tech like JS.

4) Marketing and Sales

- a. Marketing assistant to market, promote, prospect and work with our Clients
- b. Develop marketing plans and social media interactions.
- c. Ensure the continuity of our successful SaaS/Cloud hosted solutions within Azure and MINISIS clouds.
- d. Able to self manage and direct.
- e. Able to listen, reflect and close deals.
- f. Ability to work with technical, managerial staff and clients.

Non-technical Job. This position is what you make of it. Are you a terrific “seller”? Can you close business? Do you want to take us to the next level? Simply, we don’t market now, we don’t have to. Prospects come to MINISIS currently via word of mouth and the work we do for our wonderful clients. This position will work to ensure MINISIS expand and compete in the several marketplaces it fits into, (eg: general DBMS, art, archives, library, museum, TDR and so on). With 10,000s of seats worldwide and all the work we have done over the past 23 years – you are not starting without a base. This position will use the modern tools available up to and picking up the phone and actually do some cold calling! You would work with Admin, CEO and Head of development to expand our network and sales.

5) Administration

- a. Part time or full time office administration staff
- b. Familiarity with accounting and related systems (eg: Quick Books) to track AR, AP, Payroll
- c. Flexible position and can be part time or full time depending on the applicant.

Non-technical Job. This position is to groom you to become our core admin person at MINISIS. You will do the basics like getting the receipts in the system, billing clients, managing the proverbial paperwork and helping our CEO do his job better. As a small medium sized enterprise, you would also get exposure to procurement bids, manage anything administrative to supporting the CEO run aspects of the company.

If you are interested in any of the positions please forward your resume to : hrd@minisisinc.com.

Be certain to inform us which positions are of interest and why you are interested. Sending a resume alone does not give us those details. MINISIS has a very low turnover rate of staff and clients. So hiring is an important decision and its your personality and abilities that will help you applying to MINISIS. Again, if you are motivated to work, and help clients change their worlds – then maybe you are a good fit to MINISIS.