



Intern – Data Office Platform Support (Winter Term)
Mackenzie Investments - Toronto Office

[Job Link](#)

IGM Financial Inc. is a leading wealth and asset management company in Canada, managing approximately \$271 billion in assets. It offers financial planning and investment services to over two million Canadians through IG Wealth Management and Mackenzie Investments.

Mackenzie Investments, founded in 1967, is a key part of IGM's business model, serving as a comprehensive asset-management partner for Canadian financial advisors and their clients.

At Mackenzie Investments You Can Build Your Career with Confidence. We are proud to be recognized as one of Canada's Top 100 Employers for the fourth consecutive year and one of Canada's Best Diversity Employers. Our vision and strategy aim to innovate the industry and support Canadians in achieving their financial goals.

Join our team to engage in continuous learning and skill development in a supportive environment. Experience the best of both worlds with our hybrid work environment, where you spend three days a week in the office, connecting, collaborating, and enjoying quality time with your amazing colleagues! Our Values: Be better; we strive for improvement in everything we do. Be accountable; we foster clarity and are empowered to act responsibly. Be a team; we are united to drive collective impact to achieve our goals.

Position

We are currently hiring an intern looking for a winter term position, January to April 2025 in our Toronto Office. Candidates in an undergraduate program that will be returning to school after the internship to be eligible to apply.

We are seeking a detail-oriented and proactive Windows Platform Specialist to support and maintain enterprise applications running on Windows-based servers. This role focuses on ensuring the reliability, performance, and operational readiness of business-critical applications, rather than administering the underlying server infrastructure.

Responsibilities:

- **Application Support:** Manage and support enterprise applications hosted on Windows platforms, ensuring they are stable, responsive, and up-to-date.
- **Upgrade Coordination:** Plan and execute application upgrades, ensuring minimal disruption and full compatibility with the Windows environment.
- **Pre-Deployment Backups:** Perform and verify backups of application data and configurations prior to deployments or major changes.
- **Software Deployment:** Coordinate and execute the deployment of application updates and patches across the Windows environment.
- **Patch and Note Application:** Apply vendor or internal release notes and updates (e.g., version 1.0.1) to maintain application integrity and compliance.
- **Daily Monitoring:** Conduct daily check-ins to monitor application health, performance, and availability.

- Documentation: Maintain clear and transparent documentation of application configurations, changes, and support procedures.
- Security Awareness: Collaborate with security teams to ensure applications meet internal security standards and best practices.
- Performance Optimization: Identify and resolve application performance issues, ensuring high availability and user satisfaction.

Qualifications:

- Strong experience supporting applications on Windows platforms in a corporate environment.
- Familiarity with application lifecycle management, including upgrades, patching, and troubleshooting.
- Understanding of backup and recovery processes for application data.
- Excellent problem-solving and documentation skills.
- Ability to work independently and collaboratively in a fast-paced environment.

To apply, please include a resume and transcripts (full unofficial version) by September 21, 2025 at 11:59 pm EST.

IGM is a diverse workplace committed to doing business inclusively - this starts with having a representative workforce! We encourage applications from all qualified candidates that represent the diversity present across Canada – including racialized persons, women, Indigenous persons, persons with disabilities, 2SLGBTQIA+ community, gender diverse and neurodiverse individuals, as well as all who may contribute to the further diversification of ideas.

Mackenzie Investments is an accessible employer committed to providing a barrier-free recruitment experience. If you require accommodation or this information in an alternate format at any stage of the recruitment process, please reach out to the Talent Acquisition team who will work with you to meet your needs.

We thank all applicants for their interest in Mackenzie Investments; however, only those candidates selected for an interview will be contacted.