

JOB OPPORTUNITY

Employer: Beutel, Goodman & Company Ltd
Position: Network/System Administrator
Reporting to: Manager, IT Infrastructure
Term: Full time/Permanent, in-office
Location: 20 Eglinton Ave West, Toronto, Ontario

Overview

The Network/System Administrator will contribute to the overall operational efficiency by administrating, monitoring, and maintaining Beutel Goodman's IT infrastructure systems, networks and security tools. This role will also oversee the Helpdesk Support team and will assist with troubleshooting technical problems.

Responsibilities/Accountabilities:

- Ensuring the integrity of data storage and backup systems
- Maintaining the internet connection and firewall and monitoring security tools
- Managing the configuration of operating systems
- Maintaining IT infrastructures (servers, workstations, laptops, switches, phones, AC, access cards, printers, AV equipment, Access Points, etc.)
- Responding immediately to any security or usability concerns
- Anticipating potential problems and taking proactive steps to resolve them
- Testing software/hardware and reviewing application logs
- Maintaining users' logins and passwords
- Documenting procedures and network's configuration

Knowledge, Skills and Ability Required

- Excellent customer service, interpersonal, and communication skills
- Strong organizational, planning, and problem-solving skills
- Extensive knowledge of MS Office, MS AD, Windows Servers, DNS, Azure AD, DHCP, GPO
- Experience with Networking (TCP/IP, DNS, DHCP, RDP)
- Experience with backup systems, troubleshooting, configuring, and running reports on Firewall
- Prior exposure to SQL Server, running basic queries and creating SQL jobs
- Solid knowledge of IT infrastructures (Firewall, switches, Access Points, printers, AV equipment, etc.)
- Ability to multitask and prioritize incidents to resolve user's requests
- Reasonable availability during off-hours for new system implementation/upgrade, server and network maintenance

- MCP, MCSE, CompTIA Certification is an asset
- O365, Cloud and Virtualization, SharePoint Online, Power Apps, Power Automate, Mobile management strongly preferred

To apply, send your résumé to careers@beutelgoodman.com.