

IT Coordinator
Start Date: November 19 2018
Permanent Full Time (35 hrs/week)

Responsibilities:

The candidate is part of the Branch Administrative Team and reports to the Director Business Operations. The candidate will troubleshoot technical problems with respect to service computer, network and related systems and will respond to computing service emergencies throughout the agency. The candidate must understand TCP/IP networking, routing, VLANS, and VPN Technologies.

Qualifications:

- University Degree in Business Computer Systems or College Diploma or related certificates
- Certification in Microsoft Network Administration an asset
- Three or more years relevant experience
- Microsoft Active Directory – Group Policies, DNS, DHCP, NPS
- Extensive knowledge of the practices, methods, tools and equipment of and service and repair of established computer systems
- Extensive knowledge of current network systems
- Extensive knowledge of current structural network design practices
- Sonic Wall UTM or similar Firewall Technologies
- VMWare knowledge an asset
- Microsoft Exchange (on premises) with ActiveSync an asset
- Network printers and MFP (Lexmark, HP, Canon, Ricoh, Xerox)

Additional Skills:

- The ideal candidate will have a commitment to professionalism, strong customer service skills and excellent communication skills
- The ability to exercise sound judgment in making quick and accurate decisions
- Efficient problem solving with network protocols and enterprise-level problem resolution experience is required
- Ability to handle multiple deadline and set priorities
- Digital video security systems (asset)
- OTN (asset)
- Avaya phone system (asset)
- Vehicle and valid driver's license with 2 million liability insurance
- A current Criminal Records Check
- Ability to speak French an (asset)

CMHA Thunder Bay is committed to equity in employment and encourages applications from all qualified candidates, including women, Aboriginal people, members of visible minorities, and persons with disabilities.

While all responses will be appreciated and handled in the strictest confidence, only those being considered for interviews will be acknowledged.

Applicants should submit their resume, covering letter and three work references (in 1 document) by email to: careers@cmha-tb.on.ca Closing Date: October 12, 2018 by 4:30 pm.