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| POSITION | System and network administrator |
| LOCATION | Sherbrooke, Quebec |
| REFERENCE | IT02 |
| SUPERVISOR | IT Manager |
| SUPERVISING | N/A |
| SUMMARY | The System and network administrator is responsible for daily management of the IT infrastructure, advanced level support for technical issues and for providing future direction for building and managing the corporate infrastructure. |
| RESPONSIBILITIES | <ul style="list-style-type: none">▪ Manage all components (physical and virtual) of company infrastructure in all sites.▪ Manage Active Directory: user, computer and group creation, configuration, maintenance; OU structure maintenance, GPO creation, configuration and troubleshooting.▪ Configure, manage and maintain Exchange 2010 and BES 5; manage users and devices.▪ Perform backup of servers and desktops; manage DMP 2010; develop backup policy and related documentation.▪ Configure, maintain and troubleshoot virtualization environment (Hyper-V)▪ Configure, maintain and troubleshoot storage: DAS, NAS and SAN.▪ Install, configure and support server OS, services and applications▪ Deploy, configure and maintain tools for server and network management, performance and fault monitoring, services and application availability, resources utilization.▪ Manage network infrastructure: configuration, maintenance and troubleshooting of the network equipment (switches, firewalls, access points, etc.).▪ Manage IT security: Antimalware applications and SPAM filtering; patch management; configure and support laptop and mobile devices security.▪ Configure and maintain log management▪ Install, configure and maintain MS SQL servers, create and configure DBs as required.▪ Provide 2-level and 3-level support for applications, services and hardware.▪ Develop and maintain system documentation for systems and services.▪ Maintain and support telephone system; manage MACs (Move, Add, Change).▪ Analyze and evaluate company's needs for equipment and software.▪ Perform proactive research and evaluation of technologies leading to increase the efficiency of the organisation.▪ Participate in IT department tactical planning and budgeting.▪ Manage system alerts and provide after-hours and weekend support when necessary.▪ Provide backup support for other members of the IT Team. |
| EDUCATION | University degree or college diploma in computer science or an equivalent combination of education and experience |
| EXPERIENCE | <ul style="list-style-type: none">▪ Minimum of five (5) years of experience in Information Technology.▪ Minimum of three (3) years in a similar position. |
| OTHER ABILITIES | <ul style="list-style-type: none">▪ Bilingualism in English and French, written and spoken.▪ Excellent knowledge of MS Windows Servers 2003/2008/2008R2/Windows XP/Vista/7.▪ Excellent knowledge of computer and server hardware.▪ Excellent knowledge of network technologies and services (TCP/IP, DHCP, DNS, VLAN, VPN, WLAN).▪ Excellent knowledge of MS Active Directory, Exchange 2007/2010 and related services.▪ Strong knowledge of systems and network security, antivirus and spam filtering.▪ Strong knowledge of virtualization technologies: Hyper-V and/or VMWare.▪ Strong knowledge of MS Office 2003, 2007, 2010. |



- Good knowledge of storage technologies and hardware.
 - Good knowledge of SQL 2005/2008.
 - Team player.
 - Excellent troubleshooting skills.
 - Strong communication skills.
 - Strong documentation skills.
 - Motivated and continuous learner striving to provide excellence.
 - MCP/MCTS Certification required; MSCA/MCTP Certification preferred.
- Assets
- CCNA, Network+, Security+ or related certifications, an asset.
 - Experience with monitoring, alerting and trending applications such as: Cacti, Nagios, Opsview
 - Experience with system management applications similar to Spiceworks, OpManager.
 - Experience with configuring and supporting firewall and VPN access with Cisco, SocicWall.
 - Experience in administration of SharePoint 2007/2010, an asset
 - Experience with Unix/Linux systems, an asset

If this position is of interest to you, please submit your resume to careers@enerkem.com and indicate the position and related reference number.
Thank you.