

Network / Systems Administrator

Company Description:

The Printing House- Toronto, Ontario, Canada

- Company URL: <https://www.tph.ca>
- Posted Date: 05/30/2019
- Job Reference ID:
- Department: TPH® Network Services - IT

Job Description: Systems Administrator

Our ideal candidates will display initiative, enthusiasm, and will thrive in a challenging environment. As a key member of our team, you will be responsible for a variety of functions and skills:

The Systems Administrator provides coordination, planning and support for all operational services and technical support for systems deployed at the Data Centre, Disaster Recovery Site and various branches.

Duties & Responsibilities:

- Maintain the Operating Server environments at system and application availability level of 99.9% or better. Investigate and resolve any issue preventing achievement of 99.9% availability;
- Provide 3rd level operational support in accordance to service level agreements;
- Independently solve system problems with little supervision and minimal guidance;
- Remain current with evolving technological products and features and constantly changing business needs, internal standards and industry best practice;
- Refine business requirements, convert them to technical requirements and devise an appropriate infrastructure solution, choosing from multiple technologies and ensuring that solutions stay within the guidelines of security/audit standards and conform to industry best practice;
- Recommend corrective action, including restarting services and rebooting servers, to restore systems during an outage;
- Escalate a production incident to application team and/or senior management;
- Ensure Server Ops environment hardware and software is properly documented, software licenses and registration, equipment location and maintenance logs are kept current;
- Implement security policies, best practices process and procedures; and
- Mentor and train Technicians and provide guidance to junior Systems Administrators.

Requirements:

Qualifications: The successful applicant should have:

- Minimum 5-10 years hands-on experience with mid-size Windows Systems Administration;
- Post-Secondary Diploma, preferably in Computer Systems Technology, or equivalent;
- In-depth knowledge of system virtualization and Windows Server (2008 R2 – 2019 Data Centre)
- Experience in business applications i.e. MS Dynamics, Web / IIS, Remote Desktop services;
- Technical Troubleshooting - knowledge of approaches, tools and techniques for anticipating, recognizing, and resolving technical (hardware, software, application or operational) problems;
- Proficient in all Microsoft Windows technologies;
- Proficient in all Microsoft Windows Server and application technologies including SQL Server, SharePoint, Microsoft System Centre & Exchange Server;

- Scripting and programming abilities (Windows PowerShell) that maximize efficiency in daily tasks and system automation;
- Strong knowledge/experience with GPO,TCP/IP, DHCP, DNS, LDAP as related to Active Directory;
- Strong knowledge of Server Virtualizations products including VDI, Microsoft Hyper-V and VMWare;
- Strong knowledge of Cloud Services products including Microsoft 365, Dynamics 365 & Azure;
- Advanced communication skills, including the ability to produce various business documents that demonstrate planning, command of language, clarity of thought and orderliness of presentation;
- Being able to communicate in a calming and professional manner is paramount in this role
- Ability to manage multiple concurrent objectives, projects, groups or activities. Effective judgment in prioritizing and time allocation; and
- Team player who follows procedures set in place in order to provide reactive and proactive support for 'Mission Critical' systems.

Desired Skill and Expertise:

- Expertise in server performance tuning and optimization
- Server Administration (Provisioning)
- Active Directory, GPO,LDAP, DHCP, TCP/IP and DNS
- Azure AD / Premium
- Microsoft Certificate Server / ADFS
- Microsoft Azure / Cloud Services
- Microsoft Office 365 Admin Portal
- Microsoft SQL Server (Provisioning)
- Microsoft Exchange / BES 12 / Intune
- Microsoft Visio 2016
- Microsoft ASP.Net
- Microsoft Share Point
- Microsoft Dynamics GP/ CRM
- Microsoft Teams / Skype for Business 2015 Server / Clients
- DotNetNuke 9x CMS-Web API
- Magento 2x
- Windows 2008R2 / 2019 IIS Servers & RDS
- Linux / PHP JavaScript an asset
- Apache, Tomcat, cPanel
- Citrix Systems & Load Balancer - Netscaler
- VMWare – VSphere / Hyper V – System Centre & Virtual Machine Manager
- Software deployment systems
- Microsoft Clustering
- Asset & Patch Management Systems
- SCCM / WSUS / SCOM – Operations Manager
- MDPS - Data Protection Services – Backups / Barracuda / Veritas
- Symantec Anti-Virus Administration
- Network Infrastructure – SD SAN, LAN, WAN, Firewalls, Switches etc.
- Excellent computer skills, MS Office 2019 / 365, Windows 10x and Adobe CS Cloud Suite.
- Microsoft Certifications required and Technical assessments

All applicants:

- High School Diploma necessary
- Full-time position
- College or University diploma an asset
- MCP Certification