



MANCAL CORPORATION

A member of the Mancal Group

POSITION POSTING

Systems Administrator

LOCATION: Calgary Office
REPORTING TO: Manager, Information Systems

RESPONSIBILITIES:

The Systems Administrator is an integral member of the Mancal IT team. Key responsibilities of the position include but are not limited to the following:

- Monitor/maintain Exchange infrastructure
- Design/maintain/deploy Windows desktop OS images and applications
- Install updates and patches to server/desktop systems, third party applications
- Create/maintain Active Directory Group Policies for a consistent end user experience
- Ensure data integrity through use of security and backup tools
- Monitor/maintain Citrix infrastructure
- Provide 2nd level support to the Help Desk; act as primary support when needed
- Accurately document instances of desktop equipment or component failure, repair, installation, and removal
- Develop/maintain an inventory of all hardware and software
- Create and execute test scripts, cases, and scenarios that will optimize repetitive tasks and provide time savings
- Ensure that any new software integration into company systems meets stability requirement and communicate test progress, test results, and other relevant information to project stakeholders and management.
- If necessary, liaise with third-party vendors for sales and support
- Evaluate and recommend products for purchase
- Assist in developing long-term strategies and capacity planning for meeting future IT needs.

QUALIFICATIONS:

To meet the challenges of this role, we are seeking an enthusiastic, energetic and extremely organized self-starter with outstanding computer and people skills. This individual will need to be capable of managing multiple responsibilities in a deadline-driven environment. The ideal candidate will have a post-secondary degree/diploma from a recognized program with a minimum of 5 - 10 years related experience. Microsoft certification as well as an excellent knowledge of Microsoft SCCM/WSUS, Windows operating systems, including Active Directory and networking fundamentals. Experience with Citrix, MS Exchange, VMware and MS Office Suite. Proven experience with troubleshooting principles, methodologies, and issue resolution techniques as well as excellent written, oral, interpersonal and presentation skills.

QUALIFIED APPLICANTS SHOULD REPLY IN WRITING BEFORE January 27th TO:

Mancal Corporation Attention: Human Resources (403) 231-7600 humanresources@mancal.com
1600, 530 – 8th Avenue S.W. Calgary, Alberta T2P 3S8