



Junior System Administrator

Job summary

Reporting to the Information Technologies Team Lead, the Junior System Administrator is in charge of installing and configuring workstations. The Junior System Administrator is also responsible for providing first level support to corporate users in local and remote offices on Windows based systems.

Roles and responsibilities

- Be first contact on the helpdesk.
- Create, assign and resolve helpdesk tickets.
- Unlock accounts, reset passwords and add computers to the domain.
- Install and troubleshoot workstations.
- Maintain the corporate hardware inventory.
- Software installation and troubleshooting.

Qualifications and experience

- College diploma in computers / networking
- 1 to 3 years' experience working in a customer support center environment
- Knowledge of Microsoft Windows installation and configuration
- Ability to work in a team and with inexperienced users
- Excellent interpersonal skills
- Excellent problem solving skills
- Fluently bilingual (French and English)

**** In this document, terms used to refer to persons are taken in the generic sense; they have both a feminine and a masculine value. ****

If this challenge is of interest to you, please send your resume to [Lavinia Bulai](mailto:Lavinia.Bulai@ultra-ft.com) (Lavinia.Bulai@ultra-ft.com) by January 31st 2018.

As an employer, we promote equal opportunity and we are committed to promoting fair and equitable representation of women, Aboriginal people, persons with disabilities and visible minorities.