
Title: Intermediate Systems Administrator
Status: Full Time
Dept: Infrastructure
Location: Calgary

CriticalControl enables its clients to increase operational performance through enhanced control of critical business information. Through the balance of practicality, innovation and technology, CriticalControl transforms documents and electronic information into records – enabling clients to efficiently engage in developing their core business.

As a rapidly-growing business, we are looking for an energetic, focused and dedicated team player to fill the role of **Intermediate Systems Administrator** for a challenging yet rewarding position in our Calgary Head Office.

Reporting to the Manager, Infrastructure the successful candidate will be responsible for the installation, configuration, maintenance and support of the organization's desktop and server operating systems and all related hardware. As well he/she will be required to analyze and resolve problems associated with server hardware/software and ensure scalability and appropriate integration with other systems.

Responsibilities include, but not limited to:

- Enterprise systems administration, including installation, troubleshooting, resource optimization and monitoring.
- Install, configure and maintain Microsoft desktop/laptop systems (XP, Vista, Windows 7) and business specific software applications (MS office 2003/2007) as required
- Install, configure and support servers in VMware environment, SAN/NAS, firewalls and desktop equipment.
- Support a standardized desktop, laptop and remote-computing environment
- Provide first and second level technical support for operating systems and related systems software (including off-hours 24/7 support).
- Perform Microsoft Windows 2000/2003/2008 Server, Exchange 2003 administration including: system installation, configuration, account management, backups, event logs review and virus protection administration
- Assist with the monitoring and implementing of organizational policies and procedures to ensure preservation and safeguarding of the organization's information technology assets
- Maintain and administer network devices
- Support MS Active Directory for Windows 2003/2008 -This will include, but not limited to, the use of automated patch management software, use of GPOs and Security Templates to harden" target systems
- Participate in other tasks within the IT department as required by business need.

Requirements:

- Minimum of 3-5 years experience in systems and network administration
- Working knowledge (hands-on) with installation and administration of Windows 2003/2008, Microsoft Active Directory (Domain Controllers, DNS servers) Web servers, Blackberry Enterprise Server, Exchange mail system. Experience with the following technologies is not required, but would be considered a strong asset: VMWare ESX 4.0 or 3.X, Equallogic SAN
- Strong TCP/IP internetworking knowledge including firewalls (Cisco), and VPN technologies.
- In-depth knowledge of security concepts and industry best practices
- Excellent knowledge of enterprise system management, performance tuning and backup/recovery procedures.
- Demonstrated ability to gather and disseminate complex information, evaluate options, provide solution and respond patiently to customer requests.
- Strong communication, organizational and teamwork skills.
- Strong analytical and problem solving skills.
- Ability to work with a widely distributed and diverse user base.
- Windows XP, Vista & Windows 7
- MS Office 2007 Suite
- Antivirus products - McAfee
- Citrix Presentation Server 4.x
- Account for time spent on various issues in the company time tracking system
- Ability to work independently and as a part of a team

CriticalControl offers competitive wages and benefits, and opportunities for advancement for those with the drive to succeed in our dynamic business environment.

CriticalControl is an Equal Opportunity Employer and does not discriminate because of Race, Religion, Color, Age, Gender, Marital Status, Sexual Orientation, National Origin, Physical or Mental Disability, or any other categories protected by law.

Please forward your resume in Word format quoting the title in the subject line to hr@criticalcontrol.com.

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

No unsolicited agency referrals please.