



## Junior Systems Administration Specialist

The Junior MIS Specialist will be responsible for supporting internal end users, assisting in supporting the internal windows server infrastructure as well as other operations duties.

The ideal candidate will be someone with 1-2 years of IT experience, a background in both networking and windows end user support, good communication skills, a college diploma in IT, and the ability and desire to provide outstanding support to the network, servers, workstations, and the end users.

### Responsibilities:

- Provide Microsoft desktop support:
- Deployment of new machines
- Install and configure OS (Windows 2000, XP, and Vista)
- Install, configure and support application suites; Microsoft Office, etc.
- Install security software on desktops
- Manage desktop antivirus systems
- Assist in the corporate server backups and IT disaster recovery operations
- Do daily and weekly backups
- Support the VPN access ( from the user's perspective)
- Assist in the administration of Windows 2000 and newer AD Servers
- Assist in other operations duties
- Asset management (SW and HW)

### Qualifications:

- Systems Administration experience with Windows 2000 and newer Servers
- Knowledge of Active Directory
- Prior Experience with Veritas Backup Exec and Symantec System Center
- Knowledge of TCP IP networks and troubleshooting (subnets, firewall concepts, ports, and routing)
- Knowledge of DNS, DHCP, email and IP routing
- Strong system and network troubleshooting skills
- A+ Certification and Microsoft Certification is an asset

