

**Systems Administrator Assistant
Full-time, Summer Student
Woodstock, ON**

**Execulink's Conquering Hero and a Vital Member of the LAN Team,
The Systems Administrator!**

About this Opportunity

The Systems Administrator is a vital and important Execulink Team member, responsible for the day-to-day proactive maintenance and monitoring of the Local Area Network (LAN) and supporting systems. It includes the performance of a variety of evaluation, installation, maintenance, and training tasks to ensure LAN performance meets company and user requirements.

More about this position

- Regular hours from 8:00am - 4:30pm weekdays
- Competitive student wage of \$16.50/hour
- Summer Student work with expected end date of August 26, 2022

In this role, you can expect to enjoy the following heroic activity

- Administer network workstations, utilizing TCP/IP networking protocols and/or one or Windows based systems.
- Assist personnel of other departments as a computer and phone client resource by providing orientation to new staff.
- Investigate user problems, identify root cause, determine possible solutions, test and implement solutions.
- Assist with the building/installation, configuration and maintenance of workplace computers, Windows 2012/2019/2022 Servers, other file and print servers, Ethernet networks, network cabling and other related equipment, and related peripherals.
- Installation and upgrades.
- Troubleshooting networks, systems and applications to identify and correct malfunctions and other operational difficulties.
- Provide training to users as part of the onboarding process, training and instruction for system users on operating systems
- Anticipate communication and networking problems and assist with the implementation of preventative measures.
- Perform maintenance requirements following company and vendor standards as assigned by the LAN Administrator.
- Ensure timely user notification of maintenance requirements and effects on system availability.
- Investigate, recommend and install enhancements and operating procedures that optimize network availability.
- Maintain strict confidentiality with regard to the information being processed, stored or accessed by the network.
- Document network problems and resolutions for future reference
- Provide computer related and phone client orientation to new staff
- Maintain neat and orderly network records for future reference

- Additional tasks as requested by the LAN Administrator
- Some lifting of Servers, Computers, Monitors and other computer related environment items.
- Any other duties as may be assigned from time to time

You bring the following skills

- Proficient knowledge of the current Windows Operating System
- Proficient knowledge of Windows Active directory and Microsoft Exchange server 2010/2013.
- Working knowledge of the internet related protocols (TCP/IP, DNS, POP, SIP, SMTP, IMAP, FTP)
- Experience with the following programs: Google Chrome, Microsoft 365, RDS, Teams, Outlook, Office Suite and Sharepoint
- Excellent and proven troubleshooting skills
- Excellent organizational and documentation skills
- Ability to work independently or within a collaborative environment
- Requires regular communication with others throughout the workplace and/or giving or receiving information outside the organization
- Excellent interpersonal, listening, talk and type skills are required
- A strong understanding of networking protocols (OSI model)
- An understanding of Cisco IOS and networking in general
- Reliable transportation to Woodstock, ON
- *Execulink requires successful candidates to provide proof of COVID-19 vaccinations as approved for use by Health Canada*

How to Apply

- In your cover letter tell us why you think you would excel as a member of our team!
- Submit your cover letter and resume in confidence to work@execulinktelecom.ca

About Us

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work and play. As we grow rapidly, we have an unwavering commitment to continue to build a positive team, with a friendly, family spirited approach. The selection of exceptional talent is important to us! When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers, but to our employees as well. We live and breathe our Mission, Vision and Values, and are searching for individuals who are excited to contribute and do the same!

Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.