## Systems Administrator

Emmerson Packaging is a family owned company in the third generation. We are an industry leader in the flexible packaging solutions and we love what we do. We have been recognized for nine years as one of Canada's Best Managed Companies – showing we not only want to make our customers as successful as possible, but our staff too! We pride ourselves on meeting and exceeding the highest quality standards in everything we do, that's why we only hire the best people.

With existing growth and continued efforts to penetrate new international markets, we are currently seeking a *Systems Administrator* to join our team. Reporting to the Information Technology Supervisor, the successful candidate will monitor and manage the server infrastructure to ensure high levels of availability and security of the supported business applications.

### Qualifications/Critical Skills:

- University degree or college diploma in Computer Science
- Three (3) years' experience working in a similar role
- Willingness to work flexible hours, including occasional evenings and weekends as required to oversee systems upgrades/maintenance and/or critical systems issues
- Strong communication skills, both verbal and written
- Proven ability to work well under pressure
- Demonstrated strong customer service skills; must be service-oriented
- Ability to work on own initiative with limited supervision
- Proven ability to document Information Technology procedures
- Demonstrated strong attention to detail and a commitment to accuracy; detail-oriented
- Strong time-management and organizational skills; able to multi-task effectively
- Strong interpersonal skills (people skills)
- Willing to travel on an occasional basis as required
- Experience supporting business critical systems, locally and remote
- Good knowledge of Microsoft Office 365
- Good knowledge of Microsoft Active Directory 2008/2012 domains, schemas and configuration
- Good knowledge of Group Policies including GPO precedence, enforcement and blocking
- Good knowledge of MS Windows OS for PC and Server Environments (Windows 7 and 10; Server 2008, 2012, 2016)
- Good knowledge of configuration, administration and implementation of DNS, WINS and DHCP.
- Good knowledge of backup software and processes
- Good knowledge of Anti-Virus, Anti-spam, and Web Content Filtering products
- Good knowledge of Servers, PC, laptops, and handheld mobile devices
- Good knowledge of VMware and/or Microsoft Hyper-V environments
- Basic knowledge of MS Office Suites (2010/2013/2016)
- Basic knowledge of network switches, routers, and VPN (F5, Cisco and Dell)
- Basic knowledge of Cisco VoIP/IP PBX equipment
- Basic knowledge of network monitoring tools such as Solarwinds Orion
- Basic knowledge of desktop management tools such as Quest Kace
- Ability to adapt troubleshooting skills to other technical areas (printers, photocopiers, fax machines, cabling)
- Experience supporting infrastructure hosting ERP systems such as SAP
- Experience with Apple and MAC preferred
- ITIL Foundations preferred

We believe success is a journey, not a destination. So if you are ready to jump into the driver's seat and want to work for a dynamic and focused company that values your commitment to excellence, please send us your resume today.

Interested candidates are asked to respond in confidence as follows:

> Human Resources Department
> Emmerson Packaging
> 12 Tupper Boulevard
> Amherst, NS  B4H 4S7
> (Fax) 902-661-7271
> hr@emmersonpackaging.com

*We thank all candidates for their interest; however, only those selected for an interview will be contacted.  No telephone inquiries please.*