



Senior Systems Administrator

Emmerson Packaging is a third-generation family-owned company. We are an industry leader in flexible packaging solutions and we love what we do! We pride ourselves on meeting and exceeding the highest quality standards in everything we do, including adding talented people to our team! This passion and pride, has won us the distinction of being named one of Canada's Best Managed companies for 10 years running.

Our Values say it best:

- We enhance our lives by helping others succeed
- We care about our clients, each other, and our communities
- We are responsible for the outcome of our actions
- We strive to do the right thing, even if it costs us

If you share our values, you should come work with us! Visit our website and apply today!

www.emmersonpackaging.com

Job Summary:

As a member of the Information Technology team, you'll be an essential contributor to our success, and we'll look to you to grow our reputation and help our customers be successful. You'll monitor and manage the server, network, and storage infrastructure to ensure high levels of availability and security of the supported business applications.

Job Skills & Qualifications:

- University degree or college diploma in Computer Science
- Five (5) 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
- Supporting and Administration of Microsoft Office 365
- Microsoft Active Directory 2008/2012 domains, schemas and configuration
- Group Policies including GPO precedence, enforcement and blocking
- MS Windows OS for PC and Server Environments (Windows 7 and 10; Server 2008, 2012, 2016, 2019)
- Configuration, administration and implementation of DNS, WINS and DHCP.
- Backup software, DR planning and processes

- Good knowledge of Anti-Virus, Anti-spam, and Web Content Filtering products
- Administration of VMware and/or Microsoft Hyper-V environments
- Experience with switches VLANs, routers, and VPN (F5, Cisco and Dell)
- Knowledge of Cisco VoIP/IP PBX equipment
- Knowledge of network monitoring tools such as Solarwinds Orion
- 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 ERP systems such as SAP
- Experience with Apple and MAC preferred
- ITIL Foundations/CCNA preferred

What's in it for YOU?

- Competitive wages
- Comprehensive health and dental benefits
- Defined contribution pension plan
- Profit Sharing program
- Training and development support
- Being part of an awesome team

Interested candidates are asked to respond in confidence as follows:

Human Resources Department
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