

RIDGEWOOD™

Ridgewood is a subdivision of Ameriwood Home, a division of the Dorel Home segment of Dorel Industries, who specializes in domestically manufactured and imported RTA furniture sold through the brick & mortar sales channel throughout the United States and Canada. Cornwall facility, we are searching for a:

Senior Windows and Network Systems Administrator

The Senior Windows and Network Administrator is responsible for performing a variety of Windows desktop, Windows server, and networking tasks, including design, implementation, support, and administrative activities.

Responsibilities

- Performs a full range of system administration functions.
- Acts as technical lead and primary point of contact for all IT needs for the Cornwall location.
- Ensures that all devices are updated, patched and protected.
- Maintains accurate and timely logs in support of the audit process.
- Consistently reports a minimum of 80% of working hours in the ticket system.
- Implements and supports the company's standard application software and hardware.
- Documents and maintains existing centralized documentation for production systems and new technologies and facilitates training as necessary.
- Implements and monitors system security measures such as backups, access control, system accounting, and disaster recovery in order to maintain systems integrity and availability.
- Implements and supports virus detection and removal, and system recovery.
- Provide technical support, guidance, and training to end users.
- Work with management and other team members to evaluate their skills and develop and execute training plans.
- Drives architectural changes for the supported environment. (i.e. major OS or BackOffice upgrades and migrations).
- Researches, recommends, procures, installs, and tests hardware, software, and network configurations for PCs, servers, and appliances in order to provide information systems which effectively meets the company's needs.
- Implements new and supports existing Smartphones.
- Documents work performed in and shall work out of a helpdesk ticketing system.
- Maintain server logs, enterprise backup and VPN reports.
- Act as Subject Matter Expert on one or more areas of operation.
- Other duties as assigned.
- This position includes 24x7 on-call responsibilities.

Requirements

- Education: bachelor's degree in Information Technology, Computer Science or related field.
- 5 years of experience in Server and Network support and maintenance
- Thorough knowledge of Microsoft products.
- Cisco administration (at a CCNA level) for standard core network components (switches, routers, firewalls, access points, wireless controllers, NAC)
- Knowledge of and experience with technical and engineering support of diverse network protocols and configurations.
- Thorough knowledge of and experience with network appliances
- Must be able to work in a fast-paced environment.
- Must be able to work in a team as well as independently.
- Ability to continuously develop product knowledge.
- Must be able to follow procedures, best practices and report unsafe and unprofessional behaviour.

We offer a competitive salary and benefits package.

Ridgewood Industries is an equal opportunity employer. Should you require accommodation during the interview process please advise us so proper arrangements can be made.

Please send your resume to:

Ridgewood Industries

3305 Loyalist Street

Cornwall (Ontario) K6H 6W6

Fax 613 937-3446

hrcornwall@ameriwood.com

Apply online:



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