

IT TECHNICIAN

We are currently looking for an IT Technician for our Head-Office located in Baie d'Urfé, Quebec. Reporting to the IT Manager, the IT technician's main role is to ensure corporate computer systems work properly and offer support to all network users.

Responsibilities

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and place orders

Requirements

- Proven experience as IT Technician or relevant position
- Excellent diagnostic and problem solving skills
- Excellent communication ability
- Strong documentation skills
- Ability to synthesize and apply new technical information
- Outstanding organizational and time-management skills
- In depth understanding of diverse computer systems and networks
- Good knowledge of internet security and data privacy principles
- College degree in Computer Science, engineering or relevant field
- Certification as IT Technician will be an advantage (e.g. CompTIA A+, Microsoft Certified IT Professional).
- Knowledge of Oracle SQL / Unix Sun Solaris / Oracle Virtual Manager would be an asset!
- Knowledge of these softwares: Cognos / Eliteseries 722 / Salesforce / Office 365 / Windows Server 2016 would be highly considered!

To explore this opportunity, please send your resume and cover letter indicating salary expectations to HResources-Can@rchagen.com. We thank all applicants for their interest, but only those selected for an interview will be contacted.