

# Career Opportunity



## WHO WE ARE

We are a B Corp certified social enterprise enabling healthcare equality for all. As a social enterprise, we manage dental, vision, drug, and healthcare benefits programs exclusively for government and social services agencies in Canada. Our targeted experience and innovative technology provides cost savings, reliable service, process continuity, and accurate, insightful data that enables governments to make informed strategic decisions, reducing stress on the healthcare system through streamlined administration.

## ABOUT THIS OPPORTUNITY

Accerta is looking for a Systems Administrator to be responsible for the upkeep, configuration, and reliable operation of the IT systems This is a full-time position.

## ACCOUNTABILITIES

- AD and Exchange daily user management, corrections and functionality improvements.
- Servers/Network/backup monitoring.
- Installing and configuring computer hardware, software, systems, networks, printers, and scanners.
- Troubleshoot and resolve issues in a timely manner with various IT equipment.
- Inventory management of stock levels and record of hardware and software (warranty periods, licenses, etc.).
- Respond to IT tickets, emails, and requests.
- Assigned projects to be completed to detail.
- Track and support vendor led planning of maintenance and upgrades.
- Server build and configuration.
- End user support.
- Respond to service calls and alerts.
- Experience managing TrendMicro Antivirus.

## QUALIFICATIONS

- BA, Computer Science / Information Technology; College Degree or equivalent experience.
- MCSE - Microsoft Certified Solutions Expert.
- CCNA - Certified Cisco Network Associate.

### How to Apply

Via [Indeed.ca](https://www.indeed.ca) or e-mail to the attention of the Manager, Human Resources at [recruit@accerta.ca](mailto:recruit@accerta.ca).

[www.accerta.ca](http://www.accerta.ca)

# Career Opportunity



- 5 years of experience in managing both windows-based networks, connectivity and IT systems and network administration.
- 5 years' experience Network and Virtualization Infrastructure.
- 5 years hands on experience supporting Windows 2016/2019 platforms, including Active Directory.
- Working knowledge of DNS, DHCP, FTP, RDS and other network services.
- In depth knowledge of Office 365.
- Knowledge of networking including devices like switches, routers, firewalls and networking concept like VLAN, routing, VPN, subnetting.
- Experience with VMware.
- Knowledge of windows OS both desktop, server and office application.
- Experience with troubleshooting tools such as Event Viewer, open Resource Monitor, Server Recovery etc.
- Ability to create basic PowerShell scripts, provide ad-hoc reporting and automation of tasks.

## HOW TO APPLY

We accept applications submitted via Indeed.ca or via e-mail to the attention of the Manager, Human Resources at [recruit@accerta.ca](mailto:recruit@accerta.ca).

### *Inclusion and Equal Opportunity Employment*

Accerta is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Aboriginal/Native American status or any other legally protected factors. Disability-related accommodations during the application process are available upon request.

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.

Final candidates for this position may be required to undergo a security screening, including a criminal records check and reference check.

To learn more about us please go to: [www.accerta.ca](http://www.accerta.ca)

#### How to Apply

Via [Indeed.ca](http://Indeed.ca) or e-mail to the attention of the Manager, Human Resources at [recruit@accerta.ca](mailto:recruit@accerta.ca).

[www.accerta.ca](http://www.accerta.ca)