

IT Administrator

We are looking for an eager **IT Administrator** that will help ensure computers and infrastructure are properly maintained and utilized by business users. You will also “train” users of the systems to make appropriate and safe usage of the IT infrastructure.

A successful IT Administrator must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems. The ideal candidate will also have great troubleshooting abilities, attention to detail and great communication skills.

The goal is to build and maintain efficient processes utilizing technology to make our business as effective and efficient as possible.

Responsibilities

- Set up, maintain workstations and troubleshoot computers and necessary peripheral devices
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks including WAPs (Unifi), Firewalls (WatchGuard), Switches (Cisco and Unifi)
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Perform, optimize and automate day to day business critical functions that rely specifically on technology
- Support Windows and Linux servers – including print servers, domain controller, file servers (FreeNAS), and application servers

Requirements

- 3-5 years’ experience as an enterprise **IT Administrator** or relevant position
- Excellent diagnostic, problem solving, and communication skills
- In depth understanding of networking and enterprise level system administration
- Degree or diploma in Computer Science or a related field
- Experience working with Excel and data analytics tools
- Analytical thinking

Infrastructure

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| • Windows Server 2008/2012 | • Windows 10 computers (laptops & PCs) | • Linux (RHEL, CentOS, Ubuntu, ESXi/VMware) |
| • Microsoft Office 365 | • FreeNAS | • Unifi Networking |
| • WatchGuard | • Enterprise servers | • Kyocera and Canon MFPS |

If you love tinkering with computers and learning about new technologies and systems, then this is the job for you. We are looking for someone interested in continuing to learn outside of school, and who is interested in creating their own niche in the technology industry.

About Halwell

We have a strong network.

Halwell Mutual Insurance Company is one company in a community of Ontario farm mutuals that work together, creating a great work environment and many opportunities.

We care about the growth & wellbeing of our staff.

We have a friendly, caring place where you use your skills and experience to help our team continue to deliver top rate service to our broker partners. And, because of our large network, staff members have regular opportunities to learn and grow professionally.

We are strong, and have been around for a while.

Halwell is a policyholder owned, financially secure, community-based property and casualty insurer located in Guelph, Ontario. Halwell has been insuring the property assets of rural, small town and urban policyholders for over 155 years with Gross Written Premium base of over \$20 million. It offers high quality insurance products for farm, property, commercial and automobile through a dedicated team and experienced broker distribution network.

We have a great location and great perks.

Our beautiful brand new office is in the South end of Guelph, in the new Hanlon Creek Business Park. We're close to the 401, Hanlon Pkwy, and downtown Guelph – so it's easy to get here, and there's lots happening around us! As well, our new building boosts employee wellness with a gym, outdoor patio, well-equipped comfy lunchroom and collaborative seating areas, many walking trails, and more! We have regular lunch and breakfast gatherings, and enjoy a very friendly and open atmosphere.

*Please reply in confidence with a detailed resume to
hr@halwellmutual.com, by May 9, 2018.*

*We thank all applicants for their interest, however, **only those selected for an interview will be contacted.***
