



IT ADMINISTRATOR

ABOUT SIGFUSSON NORTHERN:

Sigfusson Northern is a third-generation family-owned business, which now has a portion of the company being employee-owned. Our primary focus is on building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have led Sigfusson Northern to the forefront of general contracting and heavy civil construction where we incorporate trust, respect, integrity, and commitment to our community in every decision we make and everything we do.

POSITION SUMMARY:

Reporting to the IT Manager, the IT Administrator will troubleshoot and investigate all issues related to company infrastructure and networks. The IT Administrator will perform testing, auditing, and installations at a high volume while providing exceptional customer service to all internal and external clients. This role will be located in our Winnipeg, MB office.

CORE RESPONSIBILITIES & DUTIES:

- Provide support to internal clients with phone, email, and remote system access
- Troubleshoot and investigate IT related issues regarding infrastructure
- Research and resolve server and network issues
- Perform installs, moves, add-ons, and changes to employees network and systems access
- Conduct research on potential improvements to the company infrastructure
- Perform testing and installs on issued patches
- Perform regular backup and disaster recovery tests
- Maintain and administer the company backup systems
- Conduct IT infrastructure audits for the company regularly
- Track and document all activity when assisting employees and performing tests
- Conduct on-site visits if required

EDUCATION, EXPERIENCE & SKILLS:

- Minimum 3+ years' experience working in IT is required
- Post-Secondary education in Networking and Computer Technology or Information Systems will be considered an asset
- Experience performing computer updates is mandatory
- Experience with Windows Active Directory is required
- Advanced experience with MS Office 365 is required
- Ability to troubleshoot and investigate IT related issues
- Critical thinking and effective decision-making skills are required

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Trust – Respect – Integrity – Commitment to Community



- Ability to work independently and as part of a team
- Strong communication skills both verbal and written as well as electronically
- Strong accuracy and attention to detail
- Must hold a valid class 5 driver's license

If you are interested in this opportunity and meet the requirements for the role, please click **Apply** and send your resume directly to **Sherri Bowles**.