

**Position Overview:** The junior system administrator is responsible for maintaining an organized and efficient office environment while supporting the IS team in an administrative capacity. This role is key to ensuring that all IS administrative functions are being managed systematically and in accordance with company best practices.

**Key Responsibilities:**

- Provide first level end user support to MLF employees working in conjunction with remote IS support team.
- Provide assistance to remote IS Team in administering the IS network, security and endpoints.
- Provide technical support to end users via phone, instant message, in person and using a ticketing system.
- Collaborate with Plant Manager/Production Manager and provide any required administrative support
- Ensure system in keeping up-to-date and perform any other administrative duties as required.
- Assist in troubleshooting IS infrastructure, including WAN, LAN, VPN, internet connectivity, intranet, cybersecurity, wired and wireless connectivity, servers and storage.
- Perform hardware upgrades and troubleshoot hardware issues.
- Proactively address virus and malware.
- Manage IS issues by communicating and coordinating with remote IS.
- Some heavy lifting of systems and assisting with moving servers and other IS equipment required.

**Requirements**

- Excellent communication skills
- Able to effectively communicate in English
- Understanding of firewall, cybersecurity and network technologies.
- Ability to learn new technologies and adapt quickly to changes.
- Ability to work independently and under direction, as necessary.
- Excellent interpersonal and client service skills.

**Job Type:** Contract

If you are interested in this opportunity, please forward a resume to [khoa.pham@mapleleaf.com](mailto:khoa.pham@mapleleaf.com)

**Applicants who are not currently eligible to work in Canada will not be considered for this position.**

**We thank all applicants. However, only those under consideration will be contacted**