COMMUNITY • TEAMWORK • INTEGRITY • INNOVATION • CUSTOMER EXPERIENCE

JOIN OUR TEAM!

TEAM LEAD, CORPORATE IT SERVICES (FULL-TIME)

WESTMAN COMMUNICATIONS GROUP (WCG) is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

The Team Lead, Corporate IT Services is a leadership position for the Corporate IT Services department. Having a high level of IT expertise and vision, this technical leader will manage and administer the corporate IT infrastructure while providing supervision to the IT Support team.

In this role, the successful individual will have a hands-on involvement in managing and protecting our critical information, systems, and assets; building solutions; implementing new software and hardware, providing internal training; and assisting in the development of the overall corporate IT strategy.

Key Responsibilities

- Management and administration of MS Windows and Linux (CentOS and Ubuntu) based servers including regular server maintenance, server hardening, vulnerability management, software upgrades, data backups and troubleshooting etc
- Management and administration of Internal Corporate Network (ICN) devices including switches, wireless access points/bridges, VoIP phones, firewalls, and VPN etc.
- Management and administration of internal use applications (hosted locally or in the cloud), Windows Active Directory, Intranet websites and internal communication software (voice and video)
- Management and administration of Office 365 applications such as Exchange, SharePoint and Azure AD etc.
- Ensure real-time monitoring, is in place to identify service disruptions to systems that the Corporate IT Services team are responsible for
- Create and implement network security policies and procedures to ensure network security and protection against unauthorized access and modification. This will include vulnerability & penetration tests along with developing disaster recovery plans
- Actively participate in improving ICN availability in compliance with the corporate Business Continuity Plan (BCP) and network Disaster Recovery Plans (DRP)
- Oversee hardware and software needs/availability for new and transitioning employees; set up and manage employee user accounts
- Administer the purchasing and management of software licenses and hardware devices
- Work with the team to train and guide them on computer hardware and software use including the preparation of required training documents and user manuals
- Plan and supervise scheduled end-user system maintenance, upgrades, and hardware/software replacements.
- Supervise the testing of new end-user hardware/software technology for compatibility and integration with our other systems

Leadership & Employee Development
- Work with key stakeholders, to identify opportunities to enhance the teams skills and knowledge related to the use of systems that are delivered by the Corporate IT group,
- Based on the identified training opportunities, facilitate the creation of training plans
- Consults with personnel from various internal departments to identify areas for strategic network, database and/or operating system improvements and upgrades
- Supervise the creation and upkeep of documents (training manuals, how to's, FAQs, presentations etc.) that are used by internal staff for training or reference purposes

Education/Experience
- Equivalent to completion of a bachelor's degree from an accredited college or university with major coursework in computer science, information systems or a closely related field. Possession of one or more approved information technology certificates and/or completion of other approved technology-related training may substitute for some or all the required education
- Certification in MCSA: Windows Server 2012/2016, MCSA: Office 365, CompTIA Linux+, and LPIC-1/2 (Linux Professional Institute)
- Two to five years of related experience in a senior IT related position
- At lease one year of people leadership experience
- Experience with network security (vulnerability scan/management); container management

Knowledge, Skills & Abilities
- Strong leadership presence with a high motivation to meet personal, team and corporate goals
- Effective written and verbal communication in conjunction with organizational skills
- Motivated self-starter with a strong work ethic capable of working independently, with minimal supervision
- Expertise in the configuration and troubleshooting of MS Windows and Linux based servers, corporate firewalls, VPNs, Active Directory, Printer Server, Radius
- Advance knowledge of Office 365 (Outlook, SharePoint, Azure, Teams, MFA)
- Working knowledge of computer networking, DHCP, DNS, wireless network configuration and troubleshooting
- Advance knowledge of desktop and laptop computer systems/components
- Ability to manage time effectively, prioritize workload, and meet and/or exceed assigned deadlines with the ability to adapt to changing timelines and organizational objectives
- Willing to be available for emergency services as required
- Must have a valid driver's license; ability to lift and carry 50lbs

DEADLINE FOR APPLICATIONS: NOON on Monday, July 13th, 2020.

When applying for this position, please reference the position title in the subject line and/or body of the email.

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Please submit your cover letter and resume to:

Krista Derksen   E-mail: hr@westmancom.com

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