UNITED STEELWORKERS
USW
TELECOMMUNICATIONS WORKERS UNION
NATIONAL LOCAL 1944

Telecommunications Workers Union, United Steelworkers National Local 1944
5261 Lane Street, Burnaby, British Columbia, V5H 4A6
Tel. 604.437.8601 • Fax 604.435.7760 • www.usw1944.ca

www.facebook.com/usw1944
www.twitter.com/usw1944

Job Opportunity

Network Administrator

Requirements

- Proven experience as a Network Administrator or in a relevant position
- Excellent diagnostic and problem solving skills
- Excellent communication abilities
- Outstanding organizational and time-management skills
- In depth understanding of diverse computer systems and networks
- Good knowledge of internet security and data privacy principles
- Good knowledge of the following technologies:
  - SQL, Sage Accpac, Microsoft Office, Outlook365, Adobe products, Windows Servers, website protocols and maintenance. Knowledge of Cisco Systems VOIP phone systems an asset.

Job Description

We are looking for a qualified Network Administrator that will install and maintain computer systems and networks, ensuring that our Local Area Network (LAN/WAN) technology continues to operate with the highest functionality. You will also "train" users of the systems to make appropriate and safe usage of the IT infrastructure.

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

The goal is to build and maintain updated and efficient computer systems and networks to optimize the role of technology on the organization's sustainability.

Responsibilities

- Setting up workstations with computers and necessary peripheral devices
- Checking computer hardware (HDD, mice, keyboards etc.) to ensure functionality
- Installing and configuring appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Maintain and install on-site servers
- Ensure security and privacy of networks and computer systems
- Configure and maintain VPN and remote access across Canada
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Provide assistance in the technology budgeting process.

Telecommunications Workers Union, United Steelworkers National Local 1944
5261 Lane Street, Burnaby, British Columbia, V5H 4A6
Tel. 604.437.8601 • Fax 604.435.7760 • www.usw1944.ca

www.facebook.com/usw1944
www.twitter.com/usw1944

- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.) with a wide variety of general office equipment
- Identify shortages and place orders for computers, network equipment, software and general office equipment.
- Manage database and generate specialized reports.
- Manage all maintenance contracts for all equipment.
- Perform any other related duties as may be assigned from time to time.

**Please submit your resume by email to the attention of
Brett Barden, Executive Assistant, USW Local 1944
no later than close of business Friday, February 1, 2019.**

Email: brett.barden@usw1944.ca

Only those applicants who have been short-listed will be contacted for an interview.
We thank all applicants for their interest!