



EXCELLENCE
IN MANUFACTURING
CONSORTIUM

IT Administrator

EMC is presently seeking a IT Administrator to work directly with the IT Manager to aide in the IT department of the Excellence in Manufacturing Consortium.

The IT Administrator installs, configures, and troubleshoots computer networks as well as webpage creation, configuration, and associated assemblies.

About Excellence in Manufacturing Consortium (EMC)

EMC has grown to become Canada's largest manufacturing consortium and, with over one thousand industry events annually, is one of the most active manufacturing organizations in North America. For more than a quarter-century, EMC has been responsible for contributing significant knowledge, expertise and resources towards the success of over 13,000 consortium and online member manufacturers, representing every province across Canada. EMC's total manufacturing audience includes 40,000+ employers and 600,000 manufacturing employees.

Manufacturing is a key component of Canada's output and overall economic well-being. Pre COVID-19, the manufacturing sector provided jobs for over 1.7 million people (9% of the Canadian workforce), comprised more than 10% of Canada's GDP and accounted for 68% of Canada's merchandise exports. Since March, when the impact of COVID was felt across Canada and worldwide, the manufacturing sector continues to show signs of recovery. EMC needs to ensure its projects and programs that help Canada's manufacturing sector adapt to disruption and succeed in today's new normal.

Essential Duties and Responsibilities include the following:

- Performs network troubleshooting to isolate and diagnose Common network problems.
- Upgrades network hardware and software components as required.
- Installs, upgrades, and configures network printing, directory structures, rights, security, and software on servers.
- Provides users with network technical support.
- Responds to the needs and questions of users concerning their access of resources on the network.
- Establishes network users, user environment, directories, and security for networks being installed.
- Ordering and setting up of new computers
- Website maintenance, website issues
- Cell phone setup and maintenance
- Training on new software
- Maintain email system and internet access, create new users, change passwords
- Monitor Servers
- Hubspot knowledge
- HTML knowledge
- Strong understanding of Hyper-V Server Core and Virtual Servers
- Monitor Veeam Backup
- Understanding of VPNs
- Hardware and software Asset Management

Other duties may be assigned.



Excellence in Manufacturing Consortium (EMC)

Canada's Largest Manufacturing Consortium

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Qualifications

Education: Post-secondary education in computer science, information technology, information systems, or similar.

- Skills:**
- At least two years' experience in a similar role.
 - Extensive experience with IT systems, networks, and related technologies.
 - Solid knowledge of best practices in IT administration and system security.
 - Exceptional leadership, organizational, and time management skills.
 - Strong analytical and problem-solving skills.
 - Excellent interpersonal and communication skills.

Experience: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to apply:

Those interested in this full or part-time contract opportunity should submit a resume outlining your experience, skills and why you believe you are the best person to **Amanda Doman**, VP & General Manager via email to adoman@emccanada.org.