

Job Title: IT Specialist

This vacancy valid for Residents in Canada and eligible to work legally

Date of Issue: 2022 March 23

Description: Top Duties and Qualifications:

As IT Specialist you support the Techbrew information technology systems including computer systems, servers, networks and security. You are responsible for IT support Level 1 and 2 Support activities. Your duties include administrating, and monitoring a company's IT systems, troubleshooting errors, and updating and upgrading hardware and software.

Responsibilities:

As IT Specialist you administrate and maintain Techbrew's **IT infrastructure and helpdesk operations**. You are also responsible for IT networks and cyber security and corporate data privacy. Duties and responsibilities that you excel at include:

- Restructure and organize network cabling, and RJ45 crimping. Fiber cabling is asset.
- Troubleshooting and providing technical support to the company staff whenever needed.
- Network Operation configuration, administrating, monitoring and improve QoS.
- Configuration and administrate core switches, and access switches, including SD-WAN, VPNs and VLAN setup.
- Improve network and data security. configuration and administrate Firewalls and set security and privacy measures are in place.
- Linux, servers administration.
- Windows servers administration, Domain controller and group policies. File/print server.
- Maintain and improve data backup activates and administrate data storage systems
- Installing necessary updates to company software and hardware
- Ensuring all systems run smoothly and efficiently
- Maintain inventory of records of IT Assets, equipment's, and consumables.
- Assessing a Techbrew's information system and identifying gaps that need to be addressed
- Staying within budget and allocating cost for necessary updates and upgrades

Required Experience:

The successful team member has a minimum 5 years' experience in systems/network administration.

Skills and qualifications:

You should have excellent technical skills related to a wide variety of applications, software, and hardware systems. You also have significant knowledge of networking, network security, maintenance, servers, hardware, data management, and Windows and Linux computer and operating systems. Some other prerequisite skills and qualifications include:

- Problem-solving and critical thinking skills
- Attention to detail
- Ability to prioritize and manage time
- Excellent troubleshooting abilities
- Effective communication skills, both verbal and written
- Keen interest in technological development and advancements
- Ability to suggest process improvements
- Ability to conduct IT trainings for users.

Additional qualities and attributes:

A good IT Specialist should have some specific qualities including flexibility and self-motivation. They should also be team players who are capable of working under pressure. An IT Specialist must demonstrate a willingness to learn, especially when it comes to the latest advances in computer technology as an early adopter, since technology changes rapidly.

Preferred IT Certification:

- **A+**
- **CCNA**
- **Network+/Security+**
- **ITIL Service Management**

Report:

At Techbrew the IT Specialist will report directly to the IT Manager.

IT Systems that you will support:

- **Linux Servers**
- **Windows Workstations and Servers**
- **Firewalls**
- **Local Area Networks**
- **SD-WAN**
- **VPNs**
- **Wireless Access points and point-2-point connections**
- **Video Surveillance Security Systems**
- **Building Security System**
- **Domain Controller**
- **File servers**
- **Data Storage systems and appliances**
- **Linux Servers**
- **Mobile Applications (Android, iOS)**
- **IT ticketing system**
- **Web Servers and Content**
- **Microsoft 365**