



MELCOR

LIVE. WORK. SHOP. PLAY.



CAREER OPPORTUNITY

Where People Want to Work

Melcor is an award-winning employer with a proven track record of caring for and empowering our exceptional team.

If you are passionate about information technology & providing systems support and you meet or exceed the position requirements, please send your resume to careers@melcor.ca re: Systems Administrator

We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.



Who We Are

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centres and golf courses.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



MELCOR

SYSTEMS ADMINISTRATOR

WE ARE LOOKING FOR

A **Systems Administrator** to provide computer and networking support to the organization.

This permanent, full-time position reports to the **Systems Manager** and is a key member of our team.

WHAT YOU'LL DO

Provide computer and networking support to the organization. This includes:

- Computer support services for software and hardware to local and remote employees



- General email and applications support
- Participate in technical research and development to ensure innovation within the information technology infrastructure at Melcor
- Managing security and firewall programs as well as all user accounts and file server permissions
- System monitoring and analysis. Assist with server maintenance.
- Afterhours support for business critical systems as necessary
- Support for Apple products (iPhones, iPads)

ABOUT YOU

- You have at least 2 years of systems support experience
- You have a strong understanding of network infrastructures including:
 - Network printers
 - Switches
 - Workstations
 - Routers
 - Firewalls
- You have a solid understanding of all Windows Operating Systems

- You have working knowledge with current mobile devices and protocols, server and desktop technologies
- You have an in-depth knowledge of internet and email security
- You can manage multiple projects and tasks simultaneously

EXTRA POINTS FOR

- Solid understanding of Linux servers
- Solid understanding of VMware Virtualization