

Windows and Network Administrator

Ridgewood Industries, a leading manufacturer of ready-to-assemble wood furniture is currently seeking a Windows and Network Administrator for its plant in Cornwall, Ontario. Cornwall is situated on the banks of the St. Lawrence River, one hour from the metropolitan cities of Ottawa and Montreal and, a short drive over the Seaway International Bridge to the northeastern United States.

Position Summary

Responsible for performing a variety of Windows, desktop, Windows server and networking tasks including design, implementation, support and administrative activities. This position requires excellent technical and communication skills, working closely with management, a commitment to customer service and strong organizational skills. Supports administrative personnel, department supervisors, staff and customers, works directly with vendors and requires remote support of and occasional travel to other company locations. Ability to function successfully in both team and independent work environments.

Primary Responsibilities

- 30% Infrastructure Support
- 35% Project Work
- 35% End User Support

Essential Duties and Responsibilities

- Performs a full range of system administration functions
- Implement and support – WAN/LAN circuits and devices, servers, terminal services, mobile devices, laptops, phone systems (includes VoIP), printers and handheld devices
- Implements and monitors system security measures such as backups, access control, system accounting, disaster recovery, virus detection and removal and system recovery
- Provides technical support, guidance and training to end users
- Researches, recommends, procures, installs and tests hardware, software and network configurations for PCs, servers and appliances
- Documents work performed in and works out of a helpdesk ticketing system
- 24/7 on-call responsibilities

Requirements

- Bachelor's degree in Computer Science or equivalent related field
- Thorough knowledge of Microsoft products
- Cisco administration skills at a CCNA level

- Working knowledge of backup methodologies and practices
- Detail oriented with strong problem solving skills
- Committed to a high level of customer service
- Strong math and analytical skills
- Proficiency using and supporting Office desktop software (i.e. Word, Excel)
- Some travel – up to 15-20% at times

If you are highly motivated, capable of working with little supervision and interested in a challenging opportunity with a dynamic company that offers an excellent salary and benefits program, send or fax your resume to:

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