

INNOVATE YOUR FUTURE



INNOVATIVE[®]
AUTOMATION. LEAD GLOBALLY.

SR. SYSTEMS ADMINISTRATOR

Innovative Automation has a unique company culture where every member of the team is empowered, and all new ideas are welcome. We place a high value on fostering an environment of respect and trust between all team members. Innovative Automation listens to, invests in and supports employees, offering advanced skills training, and opportunities for advancement.

POSITION OVERVIEW

Reports to: IT Group Leader

Innovative Automation is looking for a Senior Systems Administrator to join our team of Innovators. In this position, you will support the safe and timely completion of departmental deliverables. This includes managing, overseeing and maintaining a multiuser Windows/Linux environment in conjunction with the IT Department.

The ideal candidate has a love of learning, as every single day presents exciting new challenges. You will quickly become a core part of the Innovative team and an active decision maker helping to guide our output.

KEY RESPONSIBILITIES

- Install, maintain and troubleshoot workstations, servers, OSs, software applications and other computing systems, phone and alarm systems.
- Configuration, maintenance and upgrades of system-wide software (Microsoft Exchange, Sharepoint etc.).
- Maintain and testing backup systems.
- Maintain existing virtual and physical server infrastructure.
- Provide user training and management to Innovators.
- Provide IT setup and support to employees various equipment including: laptops, desktops, smartphones, tablets etc.
- Manage hardware and software IT inventory.
- Demonstrate resourcefulness and independent thinking in troubleshooting various IT inquiries.
- Assist IT Group Leader with various IT projects and maintenance tasks as required.
- Ensure adherence to ISO policies and procedures.
- Ensure the SQPD (Safety, Quality, Performance and Delivery) of all jobs.
- Occasional travel as required, globally.
- Ability to lead a team towards a common goal.
- Works cooperatively with customers, fellow employees, contractors, and management.
- Develop relationships with prospective external stakeholders while maintaining a positive relationship with existing external stakeholders.

KEY TECHNICAL SKILLS AND KNOWLEDGE

- Computer and MS Office Software (Word, Excel, Powerpoint).
- Experience with virtual environments/cloud infrastructure.
- Extensive experience with managing Active Directory (users, permissions, group policies).

QUALIFICATIONS

- Minimum Diploma in Information Technology or equivalent specialized experience.
- Minimum 5 Years' of relevant experience.
- Changing job conditions may require periodical skill upgrades.

JOB FIT

- Confidence in dealing with people.
- Ability to deal with all types of personalities.
- Adaptable and able to modify approach in dynamic environment.
- Able to prioritize competing job functions.
- Possess structured problem solving and analytical skills.

HOW TO APPLY

Innovative Automation is always looking for talented people, so even if you don't currently see a job that fits your skill set, please forward us your resume if you feel you would like to become part of our team. All resumes will be evaluated and kept on file.

We thank all applicants but advise that only those to be considered for an interview will be contacted.

Innovative Automation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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