



IT Specialist/Network Administrator

Niagara Peninsula Energy Inc. is seeking a highly qualified individual to join our management team in the position of IT Specialist/Network Administrator. This exciting position will report to the IT Manager and is responsible for the build and support of the information systems infrastructure as well as data retention and records management for the Corporation.

Primary Duties & Responsibilities for this Position Include:

- Administer the corporate hardware/software/telecommunications computing systems including recommendations for acquisitions, installations, upgrades, licensing, integration, development, administration, capacity planning, website administration and documentation.
- Responsible for ensuring that network access is available to users; monitor network for intrusions; ensure security software is maintained and troubleshoot network problems.
- Responsible for reviewing and analyzing applicable user requirements into technical specs as the requirement relates to hardware.
- Responsible for developing, implementing, maintaining and auditing security access as it pertains to corporate hardware, software, data and internet access/usage.
- Responsible for infrastructure design/implementation and support, capacity planning, application research and disaster recovery design/implementation and maintenance.

Required Qualifications for this Position include:

- Requires a University Degree in Computer Science or equivalent.
- Requires 5 years of related experience.
- Knowledge of mainframe system administrative functions including DOS, Windows Operating Systems, Oracle; familiarization with MS Office, Microsoft Development tools such as Visual Basic and Access.
- Advanced skills in the use of computer software programs for word processing, spreadsheet and presentation applications.
- Advanced troubleshooting, problem solving and analytical skills for computer systems and applications.

The successful applicant requires a demonstrated level of initiative and judgment in order to organize and prioritize tasks, workload and projects. Courtesy, tact and diplomacy are required in dealing with colleagues in every day working relationships.

A detailed resume including experience, qualifications, and references will be accepted until **4:30p.m. on Friday, June 23, 2017** and should be marked "Confidential" and addressed to:

Niagara Peninsula Energy Inc.
Attention: Director of Human Resources
7447 Pin Oak Drive, P.O. Box 120
Niagara Falls, ON, L2E 6S9
Email: hr@npei.ca

We appreciate the opportunity to review all resumes, however, due to volume, only those under consideration will be contacted. Thank you in advance for applying, Niagara Peninsula Energy Inc. is an Equal Opportunity Employer and is AODA compliant.