

JOB DESCRIPTION
- Senior Systems Administrator -

JOB IDENTIFICATION

Business Title: Information Technology
Job Classification Title: Senior Systems Administrator
Department: IT
Location: Vancouver, Canada
Date: October 2018

SUPERVISORY RELATIONSHIPS

Reports To: Director, Information Technology

BASIC FUNCTION

The successful candidate will be responsible for the planning, setup and maintaining Surgical Specialties Corporation's global network and server environment. In addition, he/she is also responsible for day to day support calls from local and remote customers.

OVERALL RESPONSIBILITIES

- Maintain a diverse server, storage and network environment
- Perform day-to-day activities including system back-up, upgrades and scheduled maintenance.
- Administer and support various systems including, but not limited to Windows Server, and various Linux O/S.
- Install and configure servers, including the ongoing maintenance of network and operating system patches, service packs and release upgrades.
- Proactively monitor logfiles on servers, storage and network devices. Resolve problems as appropriate.
- Develop systems and utilize tools for network management, system administration / monitoring servers, databases, storage systems and backups.
- Perform network and storage capacity planning
- Identify, implement, and support corporate technology practice including areas such as Unified Communications, File Sharing, Voice Network, Computing Equipment, Internet & Network
- Provide trouble shooting and redesign support for IT operations.
- Conduct computer Systems Validations and Enterprise Risk Assessments.
- Manage third-party resources, partners, and vendors to meet project goals in conjunction with IT Management

JOB QUALIFICATIONS

Education: Bachelor's Degree in Computer Science or equivalent combination of education and experience

Experience: Minimum of 5 to 7 years' experience in System Administration in a regulated environment

Other Knowledge, Skills, Abilities or Certifications:

- Expert level knowledge and hands-on experience in Microsoft Server, MS Exchange 2010, Active Directory, MS SQL 2008 R2, Palo Alto Firewall and security devices.
- Experience with VMWare Cluster, vCenter management, Nimble Storage and NetApp Storage appliances, HP Server/Network hardware
- Outstanding oral and written communication skills.
- Ability to work independently as well as in the team environment is essential.

Beneficial Skills

- Risk Analysis and Project Management
- Knowledge of GxP procedures for computer system validation.
- Fluent in at least 2 scripting languages
- Share Point experience is an asset

SURGICAL SPECIALTIES CORPORATION SHARED VALUES

Quality	Meets customer requirements, reliable and accurate, effective analysis driven by strong data, timely and fact-based decisions – assesses business impact, pride in our product. Highly creative.
Commitment to Success	Strong work ethic, responsive, stays focused, resilient, perseveres, accountable and takes ownership, constructively achieves goals, results oriented, customer centric.
Ingenuity	Customer driven, growth focused, embraces speed, nimble, minimizes bureaucracy, innovative, adaptable, shows a bias for action, takes calculated risks
Teamwork	Collaborates, open minded, drives consensus, open to feedback, involves others, respectful and listens, knows own strengths and weaknesses
Leadership	Takes initiative, drives required change, effectively communicates, motivates, and develops and mentors others, builds trusting relationships, is ethical and honest