Leading Edge Consulting is an award winning premier IT Consulting and Managed Services Provider based in the Tri Cities.

About Us

We are small fast paced team of dedicated and experienced professionals who are passionate about their skills. Leading Edge is built on professionalism, outstanding customer service and providing leading edge solutions. Furthermore Leading Edge recently won the 'Technology and Innovation' award from the City of Port Moody.

Based in Coquitlam, we provide Consulting Services, ongoing Managed Services and hosted PBX and cloud solutions to small and medium sized companies across the lower mainland from Vancouver to Chilliwack; Vancouver Island to the BC interior. We do not cater to micro or home based businesses.

Our 'Consulting Services' division specialize in providing leading edge solutions to our customers that allows them to streamline the business operations.
Our 'Managed Services' arm, provides day to day technical support to our clients as well as proactive ongoing maintenance to their equipment.
And our 'Hosted PBX' completes the circle of technology requirements for any mid-sized businesses as true one stop shop for all their IT service requirements by offering a hosted network based phone system, with all the functionality you'd expect from a local managed system.

This new position of **System Administrator** will be a member of our 'Managed Services' group.
The successful candidate will be an effective communicator and strive in a high paced environment managing our client systems. If you are a motivated well-spoken individual who likes a challenge and loves to learn and excel in leading edge environments, then this position could be for you.

Roles and Responsibilities

- Network, Server and Desktop support; onsite and remote; predominantly on Windows platform.
- Respond to Help Desk support tickets and emails in a timely manner to ensure we meet the SLA's.

- Supporting email issues, hardware, desktops, laptops, network, servers and troubleshooting.
- Administer physical and Hyper-V virtual servers for our clients.
- Manage security, integrity and availability of mission critical systems.
- Monitor and administer backups and regularly test and document restore processes.
- Collaborate with our technical team in order to research new technologies.
- Deliver IT solutions on time and on budget.
- Keeps current with technologies and standards within the industry to better provide cutting edge solutions to problem solving solutions.
- Effectively communicate status of issues and project progress to concerned parties on a timely basis.
- Document and communicate system support issues with end users, IT staff, and management.
- Participate in periodic off-hours downtime performing upgrades, installations, etc.
- Work independently and communicate effectively with clients and team members.

Technical Requirements

- Minimum 5 years work experience.
- Post graduate or diploma in Information Technology.
- Microsoft Certifications (MCSE, MCITP).
- Windows Server operating systems, including Windows Server 2008 & 2012, Small Business Server 2011. Microsoft Exchange, Sharepoint, Terminal Services, Active Directory, Windows Windows 7 and Windows 10
- Server hardware experience including RAID, local and offsite backups, remote management and monitoring experience (Dell hardware experience is an advantage).
- Hands on networking and VPN technologies.
- Proficient technical skills with Microsoft Office.
- Thorough experience with MS Hyper-V and Office 365.
- Understanding of and a working knowledge of basic network services such as: DNS, DHCP, LDAP.

Abilities and Capabilities

- Excellent English written and verbal communications are essential for this position.
- Proven ability to work successfully both independently and as part of a team.
- Ability to work in a creative environment with a quick turnaround and deadlines.
- Demonstrated ability to work well under pressure in meeting tight deadlines.
- Professional and friendly service oriented demeanor with co-workers and customers.
- Proactive and willing to complete unassigned tasks and take on tasks beyond obvious job scope.
- Must be detailed oriented, highly organized and motivated, able to multi-task and work to deadlines without supervision.

- Self-starter, energetic, strong organizational skills and ability to prioritize workload.
- Able to manage time effectively, triage and prioritize support calls on a regular basis.
- Language: English Fluent (First Language preferable)

Required Certifications
- Microsoft certifications are required. (Provide date when MCSE / MCITP was completed).
- CompTIA or Cisco certifications are an added bonus. (Provide date when certification was completed).
- Valid driver's license.
- Own vehicle.
- Ability to lift 50lbs.

Job Specifications
- Job Title: Systems Administrator
- Job Type: **Full-Time, Permanent**
- Annual Salary: **$50,000 - $65,000**
- Start Date of Employment: Position currently vacant. Start immediately.
- Our clients include Police Departments and several RCMP detachments. You must be willing to undergo and pass a 'National Background Security Clearance' check.

Next Steps
- Please submit a cover letter and your resume.
- Your Cover Letter should highlight how your skills meet our requirements.
- Also attach a resume which details your educational qualifications and experience.
- Send these documents in PDF format to **hr@leconsulting.ca**
- Please ensure you name appears in the subject line as follows : "Systems Administrator : *Your Name*"