



We are looking for an

INFORMATION SYSTEMS ADMINISTRATOR

We're Growing Again!

As the oldest Ontario farm mutual insurance company, Dumfries Mutual has proudly served our community for over 160 years. We're constantly investing in modern technology and innovative solutions to provide superior service. It's definitely an exciting time to be a part of our company!

POSITION SUMMARY

As the Information Systems Administrator, you will supervise Dumfries Mutual's computer-related activities. You will plan, purchase, and install software and hardware to meet overall information technology needs of Dumfries Mutual. You will oversee budgets, information security and implement new technology as needed to support all staff members. You should bring 5+ years experience of Information, Communication, and Technology support in a small to medium size organization in the following areas:

QUALIFICATIONS

- Desktop support – Windows 10 (On site and remote)
- Windows domain administration (Active Directory, File/Print Server)
- Terminal Server farm administration
- Office 365 administration and support
- Linux (CentOS/Ubuntu) administration
- Firewall administration
- VMWare management/administration
- VPN administration
- Network security experience
- Network monitoring experience
- Backup management experience
- SQL/Reporting tools (Oracle, BIRT/Eclipse, ReportServer)
- Document Management System administration

BONUS SKILLS

- Desktop support – MacOS (On site and remote)
- Cloud backup experience
- IBS/Cognition+ administration experience
- Powerbroker Management System administration experience
- Wordpress and Javascript experience
- DocRecord experience (Prism Software)
- Vendor management experience
- Some programming and script writing experience

PERSONAL COMPETENCIES

- Work well in a Team environment
- Exceptional time management skills
- Attention to detail
- Problem solving
- Planning and organizing
- Usage of technical expertise

Please forward your resume as soon as possible, in confidence to:

careers@dumfriesmutual.com

We thank all applicants for their interest. All applications will be replied to.