

Job Posting: 69071 - Position: IT-Network Administrator

Application Deadline 11/10/2016 11:59 PM
Application Method: OscarPlus
Posting Goes Live: 10/12/2016 1:42 PM
Job Posting Status: Expired

ORGANIZATION INFORMATION

Organization Rapid Access to Medical Specialists Clinic

JOB POSTING INFORMATION

Position Type Contract
Position Title IT-Network Administrator
Position Location Mississauga, ON
Number of Positions 1
Employment Start Date Immediately
Employment End Date 1-year renewable contract
Employment Category 217 Computer and Information Systems Professionals
Position Description

We are the largest out-patient clinic in Mississauga (close to Trillium Health Centre) seeking an IT/Webmaster.

Ideal candidate will either be a recent graduate holding an undergraduate degree in Computer Science or someone who will be graduating this coming spring. The candidate will work directly under the business manager in our computer department. The IT department deals with the computer needs consisting of over 50 doctors.

We need someone who can handle the day-to-day operations pertaining to all computer issues including hardware and software. Ability to troubleshoot is essential with proven ability to work in a fast paced environment. This person will be responsible for and **MUST BE PROFICIENT IN** various tasks including but not limited to:

- Maintaining servers and workstations (Windows Server Series)
- Troubleshooting network issues, printers, scanners, fax etc.
- Able to set up new fully functional workstations with all the required programs and solve any hardware and software issues.
- Setting up network infrastructure (hubs, switches, routers etc) at various properties.
- Experience in medical office related software is an asset (not mandatory)

This is a ONE to TWO YEAR position for 35-44 hours per week.

Compensation: \$15-25/hr depending on skills and experience

Visit our website at: www.trilliumoutpatients.com

Position Requirements

Degree:

- Bachelors Level or Higher is a must.

Discipline:

- Computer Science
- Engineering - Computer

Successful applicants will be able to communicate fluently and in a personable manner. Ability to use and learn multiple computer applications for data management and analytical purposes is also required. Ideal applicants must demonstrate organizational, time management, and leadership abilities.

Student Level	Alumni
	Master's Program
	Ph.D Program

APPLICATION INFORMATION

Application Procedure	OscarPlus
If by eMail, send to	careers@trilliumoutpatients.com
Application Material Required	Cover Letter
	Resume
	Transcript

Additional Application Information

TWO STEP PROCESS (You MUST complete BOTH steps)

STEP ONE:

Apply online at in OSCARplus with RESUME, COVER LETTER and TRANSCRIPT

AND

STEP TWO:

Apply by e-mail with RESUME, COVER LETTER, and TRANSCRIPT at careers@trilliumoutpatients.com

Applicants must submit a resume and unofficial University transcripts.

Subject line of your email should state: "Application for IT Administrator Position"

ATTN- Angela - Business Manager

YOU MUST COMPLETE BOTH STEPS IN ORDER TO BE CONSIDERED FOR THE POSITION

Due to high number of applicants, only successful applicants will be contacted

Visit our website at: www.trilliumoutpatients.com

