

Please contact Greg O'Hanlon (greg@consultghi.com) for further information or to submit your CV.

Position Title: Corporate Senior Systems Engineer
Location: Leamington, ON
Reports to: IT Administrator
Direct Reports: None

Ensures the stability, integrity and efficient operation of the information systems used to carry out everyday business functions. Monitors, maintains, supports and optimizes all networked software and operation systems. Assists in the identification, communication and resolution of issues to maximize the benefits of IT System investments.

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| • Functional Outcomes | % of Focus |
| • System Monitoring and Maintenance | 40% to 50% |
| • Employee Relations | 20% to 25% |
| • End User Assistance | 10% to 20% |
| • Training and Support | 5% to 10% |
| • Development and Education | 5% to 10% |
| • Other Duties | Up to 5% |
| • Safety | 100% |
| • Code of Conduct | 100% |

Qualifications & Experience:

Education & Past Experience:

A combination of professional experiences or equivalent combined education, designation and work experience will be considered;

- IT Professional with minimum of 10+ years experience
- Bachelor's Degree in Computer Science and Business Administration preferred
- Extensive knowledge of common IT systems and regulatory requirements

Personal Attributes:

- Strong business acumen and an analytical mind
- Ability to critically evaluate and troubleshoot complex problems
- Demonstrably strong organizational skills and the ability to prioritize
- Excellent communication and interpersonal skills
- Must be able to handle multiple projects simultaneously in a changing, deadline driven environment
- Ability to work independently and as part of a team and take on new tasks with a high level of difficulty
- Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- Self-starter who can work independently, has an adaptive personality that can deal with ambiguity

- Conducts themselves with professionalism, and maintains confidentiality of sensitive information
- The ability to absorb, digest and relate detailed technical, business and regulatory information

Other:

- Eligible to work in Canada.
- Fluent in written and verbal English, other languages are an asset.

Required On-The-Job Training:

- Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.
- Mobile Device Policy, Computer Policy, Confidentiality, Mental Health First Aid Training.
- Other training as self identified for professional development or skill enhancement.

Working Conditions:

- Working conditions are primarily in an office environment, with occasional field experience as required
- Must be capable of working in Leamington, Ontario, and able to travel within Canada and the USA
- This position has no fixed hours of work and working extended hours and outside of regular business hours can be expected; weekend and/or evening and some holiday work will be required
- Must possess a valid driver's license