

**INTERNAL/EXTERNAL
JOB POSTING**

**Regular, Part-time - Network Support Specialist, 2.5 days/week (0.5FTE)
Corporate Services**

The Network Support Specialist works closely with the Information Systems Specialist who is the IT department lead. Under the leadership of the Information Systems Specialist, the Network Support Specialist provides software and hardware support to all components located at 420 Cooper and any off-site locations where IT support is required. The Network Support Specialist is also responsible for providing back-up to the Information System Specialist as required. The Network Support Specialist reports to the Manager, Corporate Services

Requirements:

Essential

- Successful completion of a college diploma or university degree in Information Technology or equivalent experience
- Experience in LAN/WAN Administration and/or the willingness to learn
- Network/systems administration training and minimum 2 years' relevant experience
- A+ or other relevant certification
- A minimum of two years help desk or IT customer support experience, including application and hardware support, preferably in a community health care setting
- Extensive knowledge of Windows operating systems, MS office, IOS devices, PC hardware repair and configuration, web page design and HTML
- Windows 2008 Server and Server 2016 experience
- Ability to troubleshoot and resolve complex technical problems
- Ability to work on several projects concurrently & prioritize work effectively
- Demonstrated ability to work independently and as part of a multidisciplinary team
- Strong analytical skills and interpersonal skills
- Strong organizational and problem solving skills
- Excellent customer service skills
- Excellent written and spoken English
- Ability to lift equipment exceeding 25 lbs

Desirable

- Good verbal communication skills in French
- Experience in the provision of computer training
- Familiar with Powershell
- A valid driver's license and access to a vehicle

Language designation

English, written and spoken

Start date November 2018
Salary range: \$24.14/hour to \$29.08/hour
Benefits: Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)

How to “express an interest” for this opportunity:

Submit your letter of interest along with your résumé on or before **October 31, 2018 by 11:59pm** to jobs@centretownchc.org.

Please note the following:

- The subject line of your email should read “Regular Part-time - Network Support Specialist”
- The file name for your resume should read: “(last name)_(first name)_ Resume”
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter”

We thank all applicants but regret that we can only contact those who will be moving to the next step of the selection process.

Candidates with a disability requiring accommodation during the application and/or the assessment process should contact us at jobs@centretownchc.org so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such all applicants are welcome.