

Network Administrator

Buduchnist Credit Union is inviting applications for the position of **Network Administrator**. The successful applicant will provide consultative, hardware and software support services to users as well as other IT Support groups within the credit union.

Leveraging best practices, tested technologies and experience, the successful applicant will ensure high availability, efficiency and security to all access devices. The successful candidate must be able to work outside regular business hours for server upgrades, and must be able to travel on occasion to branches both local and remote.

The Network Administrator is tasked with developing, integrating and maintaining the software components and applications of Buduchnist's technology and infrastructure. The function involves working closely with the IT team as well as other internal and external partners to align with the business strategy and provide the appropriate solution.

Key Responsibilities:

Design and Development

- Contribute to the ongoing development, documentation and maintenance of all systems.
- Design, implement, and maintain the components required for complex application features
- Integrate third party software into existing applications and infrastructure
- Adhere to any and all regulatory and audit requirements in any solution or work provided
- Provide input on project deliverables, including time and cost estimates
- Provide consultation to achieve optimal technological solutions and tools that support and enable the business.
- Consult with other team members in a technical capacity on projects and initiatives.
- Identify potential risks.
- Investigate and make recommendations on new technologies that increase efficiencies.
- Resolve complex technical issues, conduct research and identify product and service innovations.

Communication

- Must have great customer service and excellent written and oral communication skills.
- Collaborate with multiple groups to develop and improve the business solutions.
- Articulate complex solutions to a variety of audiences.
- A solid understanding of financial tools and the banking sector is a definite asset.

Skills

- Excellent analytic and problem solving skills with great attention to detail
- Ability to prioritize and plan workload, multi-task, meet deadlines and adjust plans to changing needs
- Ability to adapt to changing business needs with innovative solutions
- Capable of working independently
- Flexible, creative, with the ability to plan, and drive issues through to solution
- Ability to make decisions and recommendations to multi-discipline groups
- Excellent written and verbal communication skills
- Strong customer service, and interpersonal skills
- Highly motivated self-starter who is hands-on, pragmatic and results-oriented

Job Requirements

- Minimum 4-5 years installing, maintaining, troubleshooting and upgrading computer systems and peripherals for a small-medium size company.
- Degree or diploma in computer science or related field with emphasis on Windows desktop technologies. MCP, MCSE, MCSA considered a plus.
- Strong knowledge of Windows 7, 2008, 2012 operating systems including domain administration, GPOs, OUs, security required.
- Knowledge of network infrastructure and design including routing, switching, firewalls, IPS, web and mail gateways, DNS, WINS, DHCP, TCP/IP, SMTP.
- Experience with Storage Systems such as SAN, NAS, Nearline, fiber channel switching, NDMP backups.
- Experience with HA Virtualization (Vmware, Hyper-V). Certification a definite asset.
- Experience with shell, PowerShell and batch scripting a definite asset.

Buduchnist Credit Union is a member-owned, financial cooperative dedicated to improving the lives of members and their community. The credit union and its member supported, BCU Foundation, provide sponsorship funding of over \$1 million dollars annually to community organizations, charity fundraisers, student scholarships, cultural events, and educational projects. **Buduchnist Credit Union**, together with its wealth management division forms part of **BCU Financial Group** which currently oversees over \$850 million dollars in assets.

Please submit all applications to careers@buduchnist.com or call 416.763.6883 if you have any inquiries about the position.