Title: Systems Administrator

Location: Edmonton, Alberta

Type: Permanent

Hours: Full-time

Posted: July 7/21 – July 21/21

Work for an organization that believes every employee contributes directly to the growth and success of Alberta Milk!

ABOUT US

We are a non-profit agricultural marketing board established under the *Marketing of Agricultural Products Act* (Alberta). We undertake a wide variety of activities that represent the interests of Alberta’s dairy producers, such as marketing, nutrition, and education, transportation, and policy. We are a proud producer-driven organization, where we receive our direction from our board of directors and delegates, whom are all licensed dairy farmers.

Our vision is to be a strategic partner in Canada’s dairy industry. We pride ourselves on collaborating to build a thriving industry that produces high-quality milk and dairy products within Canada’s supply managed system.

ABOUT THE ROLE

An exciting new role supporting a team of 50 professionals (onsite and remote) over three locations – Abbottsford, Edmonton, and Winnipeg. You will be responsible for ensuring the continuous operations and evolution of the business productivity applications and communications technologies of Alberta Milk and its partners.

In this role, you will perform a wide range of tasks to support the installation, configuration, maintenance and support of the IT security and infrastructure. You will be responsible for the preparation of IT budgets, IT planning, and contract management for all three locations. Casual travel to the satellite locations may be needed on a monthly basis.

As an integral part of the team, your key responsibilities are:

1. **System Administration management** by fieldinginquiries to ensure all guests are acknowledged and taken care of.
2. **Planning, Asset Management & IT Strategy** through researching, planning, and recommending technological upgrades to optimize the application of technology.
3. **Help Desk expertise** by coordinating with service providers to troubleshoot, diagnose and resolve technology issues acting as the internal escalation point when required.

WHAT WE NEED

* A minimum of 5 years’ experience in Information Technology, which includes two years in systems administration and 3 years’ technical experience working with SharePoint Online & Office 365, Microsoft Azure platform.
* Postsecondary degree or diploma in computer science, IT, IM, or related field.
* Expert knowledge in Office 365 productivity and collaboration tools (SharePoint, Teams, Power Automate, Power Apps, Power BI.
* Strong proficiency with Microsoft O365 Exchange Online, EOP, and ATP supporting Office 365 [NTD: Maybe PSIT].
* Solid understanding of SharePoint Online, SharePoint workflows, and Microsoft Teams.
* Ability to define and document SharePoint Online architecture based on requirements.
* Knowledge of email archiving, DLP, retention policies and tags.
* Experience with remote management tools and techniques.
* A collaborative team player who can work efficiently with business partners and the various IT functional areas to prioritize projects and develop / implement system plans that address the functional requirements of the business.
* The drive to learn! You are continuously seeking knowledge and opportunities to try and test new tools, technologies, and approaches.
* Independent and self-directed work ethic. You own and meet the deliverables and are equally comfortable working across domains as part of a small, collaborative, remote team.
* Proactive planning, organization, and problem-solving skills. You take the initiative to solve technical problems by digging into research, trying, testing, and connecting with peers.
* Exceptional levels of empathy and patience, outstanding communication skills and the ability to work closely with technical and non-technical audiences.
* Security focused.
* Excellent written, verbal, and presentation communication skills.
* Thrives under pressure and in a fast-paced environment.

BONUS POINTS FOR

* Relevant Microsoft IT Certifications (e.g., MCSE, MCSA, MOS)
* Experience with application development using the Microsoft stack technologies (e.g., .NET, Azure, SQL Server) would be an asset
* Knowledge and experience in the business areas of Microsoft Power Platform including Power App development
* Knowledge of Microsoft PowerShell
* Certification in Project Management
* Firewall Certification
* Familiarity with privacy regulations

*A combination of education and experience will be considered.*

WHAT WE OFFER

* Competitive compensation
* Excellent pension plan and extended health benefits
* RRSP program
* A culture based on our values of collaboration, knowledge, excellence, and customer service
* A demonstrated commitment to fostering a workplace of respect, diversity, and inclusion

If you are looking for fulfilling career and a great work environment, please submit your cover letter and resume by email to [careers@albertamilk.com](mailto:careers@albertamilk.com).