

Systems Administrator Permanent Full-time Position

Prince George, BC



Down to Earth Biology

The successful candidate will be helping lead the IT department, helpdesk, on-boarding/off-boarding, computer hardware set up/maintenance, and systems implementation/management. They will be part of a team that includes mutual mentorship and professional growth.

Our benefits include: a challenging, engaging and rewarding work experience, competitive wages and vacation time, comprehensive benefits package, tri-annual profit sharing and bonus, paid personal days, RRSP matching, employee ownership program and overtime pay with option to bank hours.

Join EDI on our journey that spans over 29 years. Our remarkable team members have been the cornerstone of our success, shaping our culture and propelling us forward. As we embark on a path of continued growth, we eagerly seek exceptional individuals who possess passion to effect meaningful change, both for people and the environment. Our dynamic culture thrives on collaboration, a shared positive attitude, and adaptability in the face of ever-evolving challenges. We foster a culture of innovation, empowering every team member to unleash their creative prowess at every level. Our workforce is driven by self-motivation, an insatiable thirst for continuous improvement, and exceptional communication skills. Together, we forge powerful connections that exceed the traditional notion of a company. Join us and be part of a team that is redefining what it means to make a lasting impact.

Our ideal candidate will hold the following education and experience:

- 2-5 years of experience related to information technology.
- Experience with Windows 10 installations, repairs, and maintenance.
- Experience with Microsoft 365, Active Directory, Azure AD, Azure AD DS, and Intune.
- Experience with Google Workspaces.
- Knowledge of common networking terminology and practices.
- Post-secondary degree, diploma, or certificates related to Information Technology.

Job Requirements:

- Ability to work independently and as part of the IT team.
- Experience communicating and collaborating with a large team of non-IT specialists.
- Strong problem-solving skills and motivation to conduct IT tasks/learning.
- Develop and maintain technical documentation.
- Excellent time management skills to work on multiple projects and meet deadlines.
- Previous consulting experience is an asset.
- Interest in mentorship and life-long learning.

Application deadline – May 31, 2023

At EDI, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and team members. EDI believes that diversity and inclusion among our team members is critical to our success as a growing environmental company, and we seek to recruit, develop and retain talented people from a diverse candidate pool.

If you are ready for new challenges and a rewarding career experience, please email your resume and cover letter in confidence: employment@edynamics.com with **EDI2023-088** in the subject line. Only candidates requested for personal interviews will be contacted.

To know more about us, please visit <https://edynamics.com/>

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