IT System Administrator

The Company:

For over 40 years Astronics-Luminescent Systems Inc. (LSI) is a leading supplier of aircraft lighting systems. Our Canadian division located in Montreal is a leader in the design and manufacturing of components and lighting systems for civil, commercial and military aircraft cockpits. Astronics LSI Canada Inc. specializes in the engineering and manufacturing of avionics HMI products such as simple and complex keyboards, and illuminated display panels.

Position Summary:

Reporting to the Responsible of the Information Technology Department (ITD), this position provides IT system support and administration.

Duties and Responsibilities:

- Overall responsibility to maintain and provide trouble-shooting support for the following systems: local and wide area networks, ERP application, e-mail, internet access, time and attendance, office automation, backup systems, telecommunication systems, printers, alarm, meeting rooms and display boards.
    - Modify/update ERP Master Control Lists.
    - Responsible and/or assist with monthly server maintenance.
    - Update Intranet Contacts directory.
    - Develop and maintain all backup procedures and records for all property data and systems.
    - Develop and maintain standards and procedures for system security for all applicable systems to minimize potential exposure/risk.
    - Provides expert and creative solutions to user problems on laptops and desktop systems to ensure user satisfaction and productivity.
- Coordinate all hardware and software purchases between the division, corporate and the vendor insuring that purchases meet any budgeted constraints as well as any requirements mandated by Corporate Director of IT.
    - Responsible for assisting in the development of IT budget for location.
    - Managing activities according to the released budget.
    - Software annual maintenance upgrades/contracts.
    - Maintain all inventory of the IT systems, software and hardware.
    - Purchase computers and hardware.
- Establish and maintain user procedures and hardware familiarization and training for all systems as needed.
    - Provide Work Instructions (and/or training) on how to use Skype for Business, webmail, Office applications, SharePoint, FTP, etc.
- Analyze complex business needs presented by the users and recommends and/or implements technical solutions in line with existing solutions.
- Anticipate future network needs and identify proactive solutions to satisfy needs.
- Ensure that all use of IT resources conform to all Federal and state laws and that all software is legally owned by or licensed to the business.
- Serves as liaison between business units and IT, communicating technical information and plans.

Requirements for the position:

- Have 1 to 3 years of experience in IT, system administration or in a similar position.
- Bac/DEC from an accredited college or university in computer science or information technology.
- Relevant experience in installation and the technical support of Microsoft environment, Active Directory, Terminal Management (TS), Internet connectivity, Antivirus, and Microsoft Office suite.
- Familiar with SOX/404 internal audit controls and related documentation would be an asset.
- Fluently Bilingual (French and English written/spoken).
- Proficiency written/or translated English language communication.
- Available for work outside of normal business hours on a limited basis.
- Available to travel to our Astronics corporate division in East Aurora NY once every month or two.
- Have a valid Canadian passport.

Skills and Qualifications:

- Excellent communication skills.
- Demonstrates tenacity, is organized and structured.
- Ability to analyze a situation and find an effective solution.
- Reliable, autonomous and able to work with little supervision.
- Sense of initiative, ability to manage emergencies and priorities.
- Demonstrates discretion and integrity to ensure the security and confidentiality of the data to which they may have access in the course of their work.

Compensation will be determined in accordance to candidate experience. Benefits package offered.

To learn more about our company and our products, please visit www.astronics.com.