

JOB POSTING

Are you seeking rewarding work? Do you want to add value to your community?
CDRCP is currently seeking a visionary thinker that is positive and self-motivated.
Come join our team of passionate difference makers!

ABOUT THE ROLE:

Position: Information and Technology Support

Reports To: Business Management Officer

Job type: Part -Time, Contract

Work Hours/ Week: 14 - 21 hours weekly (Between 9:00 - 5:00 PM EST)

Duration: Until March 31, 2024

Salary: \$20 - \$22 per hour

Location: Multiple sites

Available: Immediately

Position Profile

Job Responsibilities:

- Actively monitors and analyzes user requests, evaluates and applies solutions.
- Troubleshoots any IT technical issues and resolves them in a courteous, professional, and timely manner in person or via email, telephone and/or other electronic medium.
- Completes setup and configuration of company laptops and desktops and troubleshooting of these devices as well.
- Maintains accurate IT asset inventory and assists in acquisition, deployment, support, and retiring of IT assets based on established IT life cycle management.
- Administers computer networks and related computing environments including servers, routers, switches, storage arrays, virtual hosts / hypervisors, the Wide Area Network (WAN), and the Local Area Network (LAN).
- Installs, patches, and upgrades hardware and software
- Maintains user profiles ensuring password policies and other system policies are enforced.
- Assists with new IT projects by investigating options and making recommendation as to what systems, hardware, and software changes are appropriate for the enterprise including and not limited to desktops, laptops, cellphones, printers, and area/department specific software.
- Trains and enhances user knowledge regarding computer software and hardware.



CDRCP offers competitive benefits to qualifying positions, learning opportunities and a chance to work on a team of dedicated professionals.

WHAT WE'RE LOOKING FOR:

The successful candidate will:

Qualification and Skills

- Enrollment or completion of a University/College Degree/ Diploma in a related area of study or equivalent experience
- Relevant work experience in an IT support or IT help desk capacity
- Acceptable Criminal Reference Check
- Possession of a valid Driver's License, and a safe driving record and access to independent transportation
- Ability to problem solve and determine problem escalation
- Ability to address issues in a timely and concise manner
- Ability to work independently and in a team environment

Job responsibilities are subject to change under the direction or assignment of the Chief Executive Officer.

HOW TO APPLY:

Please send your resume and cover letter to nadine@cdrpc.com using the subject line "Information and Technology Support". Applicants that are selected to move forward in the application process will be contacted by email.

No phone calls please. We thank all applicants for their interest however we may contact only those candidates selected for interview.

To learn more about CDRCP please visit www.cdrpc.com.

CDRCP is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCP.