

Senior Systems Administrator

Duration:

Indeterminate, Full Time - Nine (9) Month Probation Period

Division:

Information Management Unit (IM)

Salary:

\$66,865.50 - \$90,265.50 per year (37.5 hours per week)

Deadline To Apply:

April 20, 2026 4:00 pm

Details

Purpose:

Provides technical leadership and hands-on expertise to ensure the stable, secure, and resilient operation of the MCK technology environment, including all satellite offices. This role is accountable for the architecture, design, implementation, administration, optimization, and lifecycle management of core infrastructure services (servers, virtualization, identity, network, security, backup/DR, and communication platforms).

Acts as the senior escalation point for complex infrastructure issues, leading root-cause analysis and continuous improvement. Provide mentorship and technical direction to junior IM team members and contribute to strategic planning, standards, and governance across the organization.

Roles & Responsibilities:

Strategy & Planning

- Perform Systems infrastructure design and capacity planning in collaboration with the IM team.
- Contributes to the development, implementation, and maintenance of service level agreements, procedures and associated training plans as subject matter expert in the areas of network resource administration, appropriate use, and disaster recovery.
- Work in close collaboration with the Junior MCK Network Administrator as well as the other IM Team members.

Acquisition & Deployment

- Oversee installation, configuration, maintenance, and troubleshooting of Systems and devices.
- Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services.
- Conduct research/analysis and develop recommendations on products, services, protocols, and standards in support of systems procurement and development efforts

Operational Management

- Manage all hardware and equipment, including Hyperconvergence environment, EMC, and UPS's.
- Manage Virtual servers, Physical servers and Backup servers and their associated operating systems and software.
- Lead identity and access administration and governance, including Active Directory / Entra ID (as applicable), group policy, role-based access, account lifecycle, permissions, and privileged access controls.
- Ensure network connectivity of all workstations.

Administer all equipment, hardware and software upgrades for the network.

- Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
- Administer and maintain MCK's active directory, including end-user accounts, permissions, and access rights.
- Perform server and security audits.
- Implement and maintain endpoint/server patching and vulnerability remediation programs; coordinate maintenance windows and validate outcomes.
- Ensure proper monitoring of systems via alerts.
- Address alerts promptly upon receipt.
- Ensures backup and recovery systems are properly configured and operating optimally.
- Monitor and test network performance and provide network performance statistics and reports.
- Recommend, schedule, and perform network improvements, upgrades, and repairs.

Maintain and upkeep VoIP system and provide support to users where necessary.

- Manage projects related to upgrading the network, servers, firewall, phone system, infrastructure and backup system, overseeing any supplemental project managers, contractors, professional service providers or support technicians related to these projects as needed.
- Serve as secondary support for the management of Microsoft Office 365 administration duties.
- Provide guidance to junior members of the IM team.
- Request or provide IT advice from/to other EDC organizations' IT staff occasionally, as needed.

Education & Experience:

- University Degree or a College Diploma in the field of computer science and two (2) years of relevant work experience.
- Certification in Nutanix, MCSE, VMWARE, CCNA or CompTIA (ITF+, A+, Network+, Security+, CySA+) is an asset.

Knowledge, Skills, Abilities:

- Working knowledge of Hyperconvergence and Virtualization.
- Working technical knowledge of network and PC operating systems.
- Extensive application support and help desk experience.
- Working technical knowledge of current network hardware, protocols and standards.
- Knowledge of data privacy standards.
- Strong written/oral, and interpersonal communication skills.
- Ability to conduct research into networking issues and products.
- Ability to present ideas in user-friendly language.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to the MCK Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment:

- Five-day work week in an office environment.
- Moderate stress and productivity pressure.
- Occasional overtime or on-call work may be required.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.

To Apply:

Email your applications with all the required documents to **applications@mck.ca**