

## Junior/Intermediate Systems Administrator

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**Location:** Waterloo, ON

**Employment Type:** Contract - Fulltime

**Start Date:** Immediate

The Kraus Group is one of the largest integrated carpet and flooring manufacturers and distributors in North America with facilities throughout Canada and the USA and is currently recruiting for a Systems Administrator to join our team in our Waterloo, ON office.

### Job Purpose

The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation and maintenance of all corporate hardware systems and corresponding operating systems software, cloud application services and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, and Partners.

### Duties and Responsibilities

- Responsible for all corporate servers or other computer systems; Microsoft Windows physical and virtual servers with Microsoft Server 2008/2012/2016, Veeam backup systems and Cloud applications services
- Responsible for managing all functionality of master consoles; VMware vCenter for the virtual server systems, as well as any stand-alone servers
- Accountable for all Virtual and Physical server backup and replications; full and incremental backup to ensure full disaster recovery of all related systems
- Responsible for configuring and deploying desktop assets as required
- Responsible for administering the corporate Antivirus and Malware protection services
- Accountable for network security measures including managing the Domain Controllers and Active Directory, in order to protect data, software, and hardware, responding to service outages and other problems
- Responsible for supporting the Microsoft Cloud application services in a team environment
- Responsible for full systems documentation, including detailed backup/recovery management across platforms
- Provide On-Call, after hours support on a scheduled basis for system issues and / or customers with operational issues
- Expected to cross train with the Network Administrator, helpdesk and other team members as identified by leadership
- Responsible for keeping the customers functional and their equipment updated to align with the corporate 3-year capital plan
- Provide support as required for our Kraus users

### Qualifications

- College / University graduate with related degree or designation in Computer Science (or related experience)

- 2 years IT experience with Microsoft Windows Server 2008/2012/2016
- 2 years IT experience with Antivirus and malware applications
- 2 years IT experience managing desktop PCs and Laptops, hand held Wi-Fi devices and printers
- Strong analytical and problem-solving skills while under various constraints and stress
- Ability to manage people, interfacing with customers with complex issues
- Working knowledge of computer security and threats
- Ability to work with minimal supervision individually and within a team environment
- Excellent verbal and written communication skills
- Experience with the Avaya IPO phone system would be an asset to this role
- Experience with Linux would be an asset to this role

To Apply, please send your confidential application to [careers@krausflooring.com](mailto:careers@krausflooring.com).

Check out our website at [www.krausflooring.com](http://www.krausflooring.com)

*The Kraus Group of Companies embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to Kraus. We welcome application from all qualified persons.*