

JOB OPPORTUNITY

This position is for our **Burnaby, British Columbia** office.

About us:

Paramount Commerce is a privately held, entrepreneurial company with offices in Toronto, Vancouver, Las Vegas, Malta and London (UK). We strive to build and support the best, most innovative payment solutions in the market, serving merchant partners and customers through our INSTADEBIT, iDebit and Instant Banking products.

We are a small but mighty team of 40+ dedicated, hard-working individuals who thrive in a fast-paced, constantly evolving environment. Our close-knit team is collaborative and we welcome ideas big and small from all corners of the organization. We also celebrate diversity and know that our company is stronger with a multicultural team that brings different experiences and backgrounds to the job.

Systems Administrator

The Systems and Infrastructure team fulfils two distinct but inter-related functions within the organization – Application Development Process and IT/Systems Operations. Reporting to the Manager of Systems and Infrastructure, the Systems Administrator will provide support and hands-on management of the Company's hardware, operating systems and various applications. Direction and support will be provided by the Manager of Systems and Infrastructure regarding projects as well as maintaining, configuring and supporting all office, development, staging and production systems. As a vital member of the IT team, the Systems Administrator will provide the support and help guide the company's infrastructure strategy.

- Setup and maintain the office and end-user desktops, laptops, network, wireless, telephones and user devices in all locations.
- Setup and maintain our Atlassian product suite – Jira, Confluence, Crowd, Bamboo, Crucible.
- Provide capable support for the Senior Systems Administrator at all times.
- Performs troubleshooting and leading problem-solving efforts often involving outside vendors and other support personnel.
- Manage all operating systems and end-user software.
- Provisioning access to various office, development, staging and production systems.
- Application configuration in high availability environment following software development life cycle (SDLC) principals.
- Provide support and configuration of all aspects of the company's infrastructure delivery and operations.
- Responsible for system integrity, including infrastructure security, vulnerability scanning, and access control.
- Repair, maintain and recover from server hardware or software failures. Coordinate and communicate with impacted users.
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Contribute to and maintain system standards.
- Research and recommend innovative, and where possible automated approaches for system administration tasks.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities.
- Maintain data center environmental and monitoring equipment.
- Responsible for system integrity, including infrastructure security, vulnerability scanning, and access control.

- Perform periodic performance reporting to support capacity planning.
- Participate in negotiations with vendors, outsourcers, and contractors to secure software products and services.
- 24/7/365 on-call support for the critical issues – office, development and production systems.
- Assist in other related tasks and projects as assigned.

Job Requirements

- Strong analytic and trouble shooting skills.
- Experience with Windows system administration.
- Experience with Linux system administration.
- Strong knowledge in Windows based LAN infrastructures (2003/2008/2012).
- Strong knowledge with Security Concepts (i.e. Firewall, VPN).
- Strong knowledge of Microsoft domain – DHCP, DNS, File Shares and Group Policy.
- Experience with VoIP architectures and protocols.
- Experience with TCP/IP networking - firewalls, switches, LAN extension.
- Good working knowledge of virtualization and cloud – Vmware, AWS and associated principals.
- Knowledge of Atlassian product suite.
- Working knowledge of bash, perl, python scripting.
- Knowledge of Microsoft Team Foundation Server (TFS), Subversion and Git code repositories.
- Knowledge and hands-on experience supporting SLDC.
- Familiarity with IT security vulnerabilities and risk management.
- Adept at reading, writing, and interpreting technical documentation and procedure manuals.
- Ability to conduct research into hardware and software issues and products as required.
- Skilled at working within a team-oriented, collaborative environment.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.
- Manage time effectively and adapt quickly to changing priorities.

Training and Experience

- Bachelor degree in computer science or equivalent experience.

Paramount Commerce offers a competitive compensation package and a comprehensive benefits plan.

If this sounds like you, send your resume to us at careers@paramountcommerce.com to be considered for this opportunity.

We are committed to an inclusive, barrier-free work environment, recruitment and selection process. Accommodations are available upon request for candidates taking part in all aspects of the recruitment process.