



Position **Network Administrator**
Department **Information Technology**
Supervisor **IT Director or Broker (or senior department role)**

Summary

Complete routine logical operations and address computer problems that arise within the network system of Real Co. encompassing: the assessment, documentation and optimizing the capacity and performance of information and communication system networks.

Responsibilities - Include But Are Not Restricted To:

- Maintain, troubleshoot and administer the use of local area networks (LANs), computer workstations and peripheral equipment
- Create simple and relevant procedural instructions and documents for IT department as well as for network users
- Perform and test data backups and disaster recovery operations
- Respond to inquiries from network users and problem-solve as required
- Maintain and upgrade hardware operation systems, communication environment and data
- Integrate new applications into the operating environment
- Verify previous day's back-up status report
- Implement data, software, hardware and network security
- Ensure anti-virus and scans are run during downtimes and defrag hard drives as necessary
- Format and maintain standard desktops and internet homepage at each workstation
- Maintain & back up email server
- Set up & maintain email accounts for users
- Clean and update workstations as participants leave
- Assign passwords, rights & privileges to each new user
- Provide hardware updates on workstations as required
- Complete other duties as requested by Real Co.'s management team.

Required Skills

- University degree or college diploma in computers (IT or networking; programming an asset).
- Knowledge of systems integration & implementation, and understanding of systems development tools and techniques and applications
- Good interpersonal skills to communicate and support users who have little or no IT knowledge
- At least 1 year of supervisory experience, or equivalent training/education
- Flexible and able to work within timelines and a team environment
- Able to think analytically, problem-solve and learn new skills and knowledge
- Able to work with minimal supervision.

Real Co Canada is a Practice firm, which recreates all of the job functions in a Canadian business. Your placement is unpaid and will allow you to apply your professional skills in a realistic work environment, in order to gain hands on job experience.

To find out more about Real Co Practice Firm please visit our website: <http://www.realcocanada.com>