



IT /Admin Support – Maternity Leave contract

Currie Truck Centre – Barrie, ON

Shift: 8am – 5pm Monday -Friday

Hours: Full time - 40 hours per week, overtime as needed

Reports to: Controller

Job Posting Reason: Maternity leave, temporary backfill

Currie Truck Centre is currently searching for a highly motivated **IT / Admin Support** role in our Barrie Location. The successful applicant will have a minimum of 2 years' experience in an IT Support-related position, with strong organizational and computer skills.

Primary Duties & Responsibilities:

- Provide assistance as the first point of contact for application and desktop support requests and technical issues
- Internal troubleshooting of IT infrastructure and end-user systems with assistance from outside Managed Service Provider (MSP)
- Troubleshoot and maintain hardware – computers, monitors, printers, servers, and peripherals
- Software installations and troubleshooting
- Perform routine maintenance on computer systems
- Contact appropriate help desks to solve issues as necessary
- Maintain a database of IT assets and purchase hardware/software as required within company asset replacement plan
- Work with website design/hosting vendor to update internal & external company websites
- Basic graphic design, specialized form design, and assisting in creating and placing ads as required
- Troubleshoot and maintain VOIP phone system, including set up maintenance of call flows, automated attendant features and company messaging
- Provide admin department assistance as needed
- Represent the professional image of the company at all times, in all dealings with customers and staff
- Other duties as assigned

Qualifications:

- Diploma in Computer Systems or similar field
- 2 years working experience in a similar position, preferred
- Strong customer service and troubleshooting hardware and software skills
- Able to work well under pressure
- Strong attention to detail
- Able to deal with people tactfully & professionally at all times
- Proven data entry, data editing and typing skills
- Experience in all aspects of customer service and people management
- Able to effectively communicate both verbally and in writing
- Strong work ethic and positive team attitude
- Computer literacy

Working Conditions:

- Lifting, bending, twisting
- Prolonged sitting
- Able to multitask and work under time constraints
- Good perception of surrounding environment
- Cognizance of effective ergonomic concepts

We offer a Competitive Compensation plan, Benefits and Group RRSP.

Qualified applicants apply with a cover letter and resume, quoting position title, to hr@currietruckcentre.com or through our website <https://www.currietruckcentre.com/>

We thank all applicants for the submissions, however only those chosen for an interview will be contacted