



Job Posting

Job Title: Senior Network Admin
Status: Full Time
Reporting to: IT Services Manager
Location: Ottawa, Ontario

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves in providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Opportunity:

The Senior Network Administrator will be responsible for supporting, maintaining, updating and optimizing the core network infrastructure, services and systems, as well as participating in IT project initiatives. The successful candidate will also provide timely and in-depth analysis for the resolution of hardware and software computer problems.

This is a senior position in a group of seasoned IT professionals requiring strong technical and leadership skills. In this role, you would be required to help develop, lead and execute corporate-wide projects, as well as coordinate with various departments in several locations across the country.

Key Responsibilities:

- Support the existing network infrastructure, desktops and servers, disaster-recovery systems and IT/WAN Infrastructure to ensure uninterrupted 24/7 operations
- Provide day-to-day hands-on administration and updates of infrastructure systems to ensure the reliability and efficiency of core systems and services including Exchange, Active Directory, WSUS, Antivirus, Wireless, VMware, SAN and Blade servers

- Recommend upgrades or new technologies to improve infrastructure efficiency, quality and security of IT systems and services by researching and evaluating new technologies within the scope of the IT plan
- Participate in the design, planning and implementation of technology to support company-wide IT initiatives
- Provide technical assistance, direction and training to the user base related to the desktop and server environment as well as 2nd level support for IT Administrators and Desktop Support personnel
- Provide after-hours “on-call” support on a rotational basis
- Other related duties as required

Knowledge and Skills:

- University degree or college diploma in a related field and 3-5 years hands-on IT experience in a network administration role; an equivalent combination of education and experience will be considered
- A solid understanding of networking/distributed computing environment concepts; understands principles of routing, client/server applications and design
- Proficient in installing and configuring Windows Operating Systems and Infrastructure Hardware
- Ability to solve complex technical problems quickly and completely
- Advanced understanding of Active Directory, GPO, DNS and DHCP
- Experience managing a large disaster recovery system such as Veritas Netbackup
- Strong desire to learn new technologies
- Exceptional customer service skills with a desire to provide solutions that ensure complete client satisfaction
- Ability to communicate effectively, both verbally and in writing, to users and management
- Strong organizational, multitasking and creative-thinking skills
- Ability to work under pressure

Additional Assets:

Although not requirements for this position, the following skills would be considered assets:

- Experience with Fortigate Firewalls and switches, Cisco switches
- Bilingual in French and English is a definite asset

Interested in joining the Lee Valley Team?

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