

IT/Security Operations Administrator



Who are we?

Have you ever wondered what makes trading and settlement possible in Canada? It's Fundserv—the online ecosystem that ensures every fund transaction is processed timely, accurately and securely. We're an online hub that electronically connects manufacturers, distributors, and intermediaries, enabling them to buy, sell, and transfer investment funds.

Our Culture & Values

Fundserv is guided by our four core values: Collaboration, Adaptability, Integrity, and Respect. Because above all else, Fundserv CAIRs:

- Collaboration
- Adaptability
- Integrity
- Respect

Benefits & Perks

Fundserv provides a comprehensive benefits plan that includes the following:

- Health care spending account
- RRSP with employer match
- Annual performance pay
- Fitness reimbursements
- Employee discount program
- Charitable donation matching
- Flexible hours & remote work options

To better support our employees during Covid-19, we've expanded our benefits:

- Virtual social events including escape rooms, online trivia & games
- Corporate-wide mental health days
- Subscription reimbursement for fitness, nutritional, and mental health apps

Location:

Downtown Toronto

Reports to: Manager, Software Development

Department: Software Development

Fundserv is an equal opportunity employer. We welcome and encourage applications from individuals with disabilities. Accommodations are available on request – please let us know how we can meet your needs.

The Opportunity

Fundserv is embarking on a multi-year, multi-million-dollar technology transformation program that focuses on currency, resiliency, security and agility. This ambitious transformation will completely redesign every façade of Fundserv's platform. We follow the Agile methodology principles, the collaborative practices of DevSecOps and will be leveraging the latest technologies and tools, such as a hyper-converged infrastructure, software-defined network, cloud, containers and APIs, enabling Fundserv to serve the industry better, and adapt to this ever-changing technology and investment landscape.

The IT/Security Operations Administrator is responsible for the management, maintenance and reporting of security operations, investigation of security alerts, overseeing identity and access management and being a subject matter expert on security monitoring controls and tools. Working with LAN, Network, and Systems Support teams, the incumbent will monitor, assess, and perform and incident/alert responses to ensure that Fundserv's IT assets are properly protected.

In this role, you will:

- Maintain the security of data and communications on the network by administering security devices and firewalls for Fundserv to ensure secure, confidential and private access to network systems, applications, and services.
- Provide operations support for security network devices and incidents
- Ensure the infrastructure devices and configurations are running as required by security and IT standards
- Assist Corporate IT to troubleshoot any issues regarding technical faults and configuration drifts
- Provide support within ServiceDesk by triaging incoming security and configuration related calls
- Oversee and execute endpoint and server patch management cycle
- Provide 24/7 monitoring & response on a rotational basis
- Ensure compliance with all Operations policies and Audit procedures (security and SOC II)
- Provide support for BCP strategies for Fundserv security devices and applications and update BCP procedures and documentation

Why YOU are the person we're looking for

- Post-Secondary Education in Computer Science/Engineering or a related discipline
- 3+ years' experience in implementing, operating, and troubleshooting data networks or user environments
- 3+ years in IT operations and/or support line of business
- CISSP, GSEC or other security certifications an asset
- Experience with Cisco Switching, Firewall, and Routing Devices
- Experience with Linux administration an asset
- Experience with configuring cloud-based platforms an asset
- Experience with industry standard security tools, such as DLP, AV, SEIM, how to use/interpret them and present results
- Knowledge of Oracle Exadata, Netbackup, FoxT Authentication Manager, RSA Ace server, Active Directory and LDAP
- Familiarity in UNIX, shell scripting
- The capability to integrate monitoring and performance tools and analyze their output
- Good knowledge of network connectivity, protocols and the ability to configure servers, devices as per prescribed standards
- Experience in ssh, sftp, ftp, smtp
- Exposure to ITIL change and incident management process

If this sounds like you, apply today at hire@fundserv.com