

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, Infrastructure Security

Department: Security Services

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.

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

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 Server & Cloud Administrator acts as the single point of contact and escalation for day to day Server Operations and cloud computing platforms. This includes installing, configuring, diagnosing, repairing, maintaining, and upgrading all Server OS and cloud platforms to ensure optimal performance.

In this role, you will:

- Maintain Windows server system installation, upgrades, patch management, standards and procedures
- Act as a central point of administration for Fundserv corporate applications, such as, Microsoft Azure, Office365, SharePoint 2010 & Sharepoint Online, Microsoft Exchange online, Salesforce, VMware vSphere 6.x, VMware Horizon View 7.x, Microsoft SQL 2008R2, 2016, FTP, VPN, Cisco CCX/CCM, Rogers Unison, BlueJeans
- Act as a central point of administration & escalation for Fundserv corporate applications
- Support and execute business continuity strategies for corporate computing environment
- R&D of new technologies enabling Fundserv to invest in areas that would provide increased productivity/efficiency and reduce cost.
- Daily monitoring and uptime of critical applications and servers
- Act as a central point of contact for external vendors providing hardware, software and services
- Works with Architecture team and makes recommendations of infrastructure design
- Compile monthly server application metrics for management review
- Ensure compliance within audit requirements
- Analyze existing operations and make recommendations for the improvement and growth of the corporate infrastructure and applications
- Comply with ITIL change management procedures
- Document process and procedures with build books, guides, operational diagrams
- Maintain business level SLAs, and act as primary resource for projects
- Provides second level support to the IT Admin team for corporate applications of physical and virtual desktop computing environments
- In conjunction with Desktop Administrator, investigate high impact issues to determine root cause analysis.
- Assist with patch management cycle within UAT and production for desktop computing environment if required
- Support mobility and VPN, and file recovery of corporate data
- Provide mentorship and guidance to other members of the team

Why YOU are the person we're looking for

- Post-Secondary Education in Computer Science/Engineering or a related discipline
- 5 to 7 years of relevant experience in a Server and Desktop Computing environment
- Microsoft MCSA, MCP Certified
- ITIL Foundations and Microsoft MCSE (an asset)
- Minimum 3-5 years supporting Microsoft Exchange online, Active Directory, SharePoint, Cisco VOIP 10.x, VMware, Windows 10, Windows server 2008R2/2012/2016, SQL server 2008/2012/2016
- Intermediate to Expert Knowledge in PowerShell scripting
- Advanced working knowledge of Virtualization utilizing VMware vSphere and related technologies
- Strong understanding of server-based environments and topology
- Advanced knowledge of software deployment and patch management
- Experienced in application virtualization and on-premise to cloud-based migrations.
- Experience in configuration and administration of MS Azure & Office 365
- Intermediate knowledge of HP ProLiant DL / ML series server, Cisco Blade Infrastructure
- Knowledge of Sharepoint Online
- Experienced with Rogers Unison platform