



Genoa Design International is a marine production design company. Our head office is located in Mount Pearl, Newfoundland and Labrador, Canada. We also have work sites in North Vancouver and New Orleans.

In business since 1995, Genoa provides production lofting, detail design and 3D modeling services to shipbuilding and offshore industries around the world, with the majority of clients located in North America.

As an employee-owned company, Genoa's owners work in the business every day. Genoa operates a dynamic work environment with attention to openness, flexibility, health and wellness, career progression and competitive compensation packages.

If you are looking for a career opportunity with a company whose philosophy is to put people first, create lasting relationships, make a difference, never stand still, own it and to live well, we are looking forward to hearing from you.

Applications must be submitted via email to [jobs@genoadesign.com](mailto:jobs@genoadesign.com). Please include competition number **2018 ITS 019** in the subject line. While Genoa appreciates all applicants, only those short-listed for an interview will be contacted.

## Information Technology (IT) Specialist

### Duties and Responsibilities include but are not limited to:

- Assist Director of Information Technology with the day to day direction and facilitation of the IT strategy;
- Research and recommend various IT products, solutions, and best practices to drive effectiveness, efficiency and continuous improvement and employee productivity;
- Responsible for back office support, including Active Directory, email (Office 365), system monitoring, backup and recovery, etc.;
- Responsible for server maintenance and backups as well as reviewing daily system and application logs;
- Responsible for network devices and servers patching and updating;
- Administer user access as per security requirements for end users workloads; and
- Provide daily support and technical guidance to an IT team.

### Qualifications:

- Technical diploma or degree, in Computing Systems, Information Technology or related field;
- Minimum of five years' experience supporting a corporate IT infrastructure, with 2 years' experience in a lead role;
- Experience with Microsoft Windows (7/8/10), Mac OS, and iOS administration and management;
- Advance troubleshooting skills for end user devices and applications;
- ITIL Certification would be considered an asset;
- Certification in Information Technology such as A+, Network+, Microsoft Certifications considered an asset;
- Excellent customer service, interpersonal, and time management skills; and
- Ability to explain technical concepts and theories to non-technical audiences.