

Raytheon Canada Limited

At Raytheon Canada Limited, we are committed to both our customers and employees. Our division provides Mission Support, servicing the defence, security and aerospace sectors with a broad range of high technology products and services. You will be part of a valuable team that allows you to be challenged and offers unique opportunities, working on projects that are making a positive impact on our world. Raytheon Canada offers competitive salaries and a comprehensive benefits package.

Desktop Support Administrator

We are looking for a Desktop Support Administrator to provide day-to-day desktop hardware and software support for Raytheon Canada, Support Services Division systems and applications for a 4 to 8 month work term.

Job Duties:

- Primary responsibility is first tier support for a wide verity of applications, such as Windows 7, MS Office, Lotus Notes, and Blackberry etc. Responsibilities will include implementation, maintenance, performance, and upgrade management of these and other client applications.
- Track, evaluate, and install all patches/upgrades to applications within the division to ensure security compliance.
- Additional responsibilities will include documentation, ad-hoc reporting, and incident tracking
- Manage Desktop assets, images, licensing, and deployment of systems across the Division
- Provide timely and efficient problem resolution for end users across Canada.

Requirements:

- Currently enrolled or have completed post-secondary education related to computer systems and networks or equivalent work experience.
- Working towards a technology certification such as Microsoft's MSCE or Cisco CNA
- Creative/Innovative thinking
- Commitment to a team-focused environment
- Must have strong application trouble shooting skills and technical report writing skills.
- Must have good interpersonal and organizational skills.
- Required to have good oral and written communication skills.
- Focus on customer service and service delivery

Other information:

Only those selected for an interview will be contacted. Interviewed candidate will be required to successfully complete a Criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

Please forward your cover letter and resume stating file number W2011-015 to:

Raytheon Canada Limited

Attn: Human Resources

919 72nd Ave, N.E.

Calgary, Alberta

T2E 8N9

Email: HR@Raytheon-ssd.com

Fax: (403) 295-6682

Raytheon Canada Limited is proud to be an equal opportunity employer and welcomes a wide diversity of applicants.