



Specialized in fixed income securities, Casgrain & Company Limited is the largest Canadian non-bank-owned investment dealer. Casgrain, founded in 1947, operates in the North American financial markets.

Casgrain & Company Limited is an equal opportunity employer.  
We are committed to attracting, hiring, and retaining talented and motivated individuals.

**Position: SYSTEMS AND NETWORK ADMINISTRATOR**

**Location: Montreal (downtown)**

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### **DUTIES AND RESPONSIBILITIES**

- o Administer and manage our Windows and Linux systems;
- o Contribute to the administration of virtualization and storage environments;
- o Manage server rooms, including UPS, electricity, air conditioning, alarms, etc.;
- o Take an active part in solving system problems;
- o Implement IT and software solutions tailored to business needs;
- o Participate in the continuous updating of environments and systems;
- o Collaborate on projects to integrate new information technology (IT) and operational technology (OT) solutions;
- o Analyze the performance, capacity and security of IT equipment and analyze recurring issues, identify and implement definitive solutions;
- o Actively participate in the development of infrastructure architecture.
- o Optimize and maintain infrastructure monitoring tools;
- o Develop and maintain backup and disaster recovery strategies for critical systems and data.
- o Design, implement, and maintain LAN, WAN, and wireless networks. Ensure network performance, security, and availability.
- o Implement and maintain network security protocols, including firewalls, VPNs, and intrusion detection systems.
- o Monitor network performance, troubleshoot issues, and ensure minimal downtime. Provide technical support to end-users as needed.
- o Manage and apply software patches, updates, and upgrades on a regular basis to ensure systems are secure and up to date with the latest features and fixes.
- o Support IT Disaster Recovery protocols as per standard operating procedure.
- o Maintain accurate and up-to-date documentation of network and systems configurations, procedures, and troubleshooting guides.
- o Provide technical support and guidance to end-users, including troubleshooting hardware and software issues, assisting with software installations, and resolving network connectivity problems.
- o Set up, maintain and regularly produce controls for regulatory audits;
- o Apply security standards and framework practices.

### **SKILLS & QUALITIES REQUIRED**

- o University degree in computer science or similar with significant experience in the field;
- o 2 to 5 years in systems or network administration;
- o Knowledge of the concepts, technologies and products of systems and network administration;
  - Familiarity with network protocols, routing, and security principles.
  - Familiarity with virtualization technologies and cloud platforms.
  - Experience with system monitoring tools and methodologies.
  - Proficiency in various operating systems and servers.
  - Familiarity with backup and disaster recovery solutions.
  - Knowledge of security protocols, tools and best practices.
  - Experience with cloud infrastructure management is a plus.
- o Excellent troubleshooting and problem-solving skills;
- o Be a recognized IT generalist who cares about delivering the best quality work possible;
- o Demonstrate a high degree of autonomy, excellent analytical skills, initiative, innovation and team spirit;

- Have an outstanding ability to maintain high performance under pressure, with effective organization, sharp priority management and strict adherence to deadlines;
- Be sensitive to risk management and participate in the implementation of cyber security and monitoring solutions;
- Bilingualism (French and English, both spoken and written) required to ensure collaboration with various stakeholders outside Quebec on a recurring basis;
- Excellent troubleshooting and problem-solving skills.
- Available for occasional evening and weekend work;

#### **EMPLOYEE BENEFITS**

- \$95,000/annually - Competitive salary (commensurate with experience)
- Voluntary retirement saving plan, employer contributions
- Drug and health care insurance
- Vision care insurance
- Telemedicine
- Life and disability insurance
- Reimbursement of tuition fees
- Working in a professional and enjoyable environment
- Telecommuting up to 2 days per week
- Free bagels, yogurts, fruits and coffee/espresso on site

**Please submit your resume, cover letter and transcript to: [carriere@casgrain.ca](mailto:carriere@casgrain.ca)**