



IT Support Specialist Edmonton, Alberta

Still green to IT? Looking for a real challenge, an exciting environment to help build your skill sets, and knowledgebase?

Hi-Tech Seals is a leading wholesale distributor of specialty seals and rubber products. We have been in business over 18 years and have 4 distribution facilities across Canada. We attribute our continued success to the commitment of our people and the high quality of our products and service.

Hi-Tech Seals is currently seeking to add a motivated and energetic IT Support Specialist to the team.

Responsibilities will include:

- Providing technical support to local and remote offices.
- Deploying, upgrading and maintaining desktop PCs company wide.
- Assisting with the implementation, documentation, and maintenance of critical network applications and systems.
- Performing proper backups of the system
- Updating and maintaining the website and intranet
- Conducting Training Seminars

Candidates for the position must possess the following:

- 2 year technical diploma or 2 years' hands-on IT experience
- Experience diagnosing and repairing PC hardware
- Experience with the following Software:
 - o Windows Operating Systems (Win 98, XP)
 - o Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook),
 - o Web Design (ASP, HTML, Macromedia Dreamweaver, Macromedia Fireworks)
- Understanding of basic networking technologies (TCP/IP, Ethernet, Active Directory, LAN, WAN)

We offer a competitive compensation package with excellent benefits!

Interested applicants should submit their application to Brent Bortnick, IT Manager, Hi-Tech Seals Inc., 9211 – 41 Avenue, Edmonton, Alberta T6E 6R5; telephone 485-8535; email brent@hitechseals.com.

For more information on our company, visit our website at www.hitechseals.com