



JOB DESCRIPTION: JUNIOR IT ANALYST

Calmena's IT team is currently looking for a Junior IT Analyst for its Corporate Office in Calgary, Alberta. Reporting to the ITS Manager the Junior IT Analyst role would be responsible for assisting employees with general network and desktop support, applications, telecommunications and server issues while maintaining a positive attitude. This is an excellent opportunity to join a team of experienced and knowledgeable professionals, gaining valuable experience in your career, while advancing with the Company.

Give us your enthusiasm and expertise and we'll give you the tools, mentoring and team support to make great things happen – for our customers and for your career. Our people are more than relevant to Calmena's success – they are entirely its success. We invite you to contribute to our winning team.

Responsibilities:

- First point-of-contact for all IT related issues for the Calgary Corporate office
- General Desktop and Network Support for all employees; assisting employees with Hardware, Applications, Network and Server issues
- Manages Corporate telecommunications by liaising with the provider's Account Manager regarding invoicing, tracking, setups and renewals
- Activates PCS/Blackberry devices for new employees and assists with mobility issues when required
- Supports ITS Manager and Senior Systems Analyst when required, thereby learning other areas of the business to gain the ability to act as a delegate when needed

Qualifications:

- MGIS or Computer Science background and 2+ years of experience preferred
- Proficient understanding of MS Access and knowledge of MS SQL Server
- Exposure to any or all of the following:
 - Great Plains (GP2010)
 - SharePoint
 - Symantec Backup Exec
 - HTML / Webpage Management
- Team player with strong interpersonal, communication and organizational skills
- Ability to multi-task and manage priorities
- Diligent worker, with the flexibility to work evenings and weekends when required
- Spanish and/or Portuguese would be considered asset(s)

Calmena offers competitive salaries and day rates, plus an excellent benefit plan. Interested applicants, please send an updated resume to resumes@calmena.com

We thank you for your interest in Calmena!