TITLE: IT Business Solutions Specialist
LOCATION: Provincial Office, Abbotsford
REPORTS TO: CEO

POSITION SUMMARY

This is a full time 40 hour a week position. The IT Business Solutions Specialist is responsible for ensuring the smooth integration of various information technology systems within our organization. This role involves collaborating with the IT Manager as well as different admin departments to assess and understand the technology needs of the various departments. This position is responsible to design, implement, and maintain integrated technology solutions that can enhance operational efficiency and productivity.

SPECIFIC DUTIES

1. Collaborate with various admin departments and programs to understand and address their technology needs and challenges.
2. Design integrated solutions that meet Communitas' technology needs and align with strategic goals, especially as it related to automating business processes.
3. Integrate different software, hardware, and networking systems to create seamless workflows.
4. Configure systems within a pre-existing environment to optimize performance and usability.
5. Test integrated systems and software updates to ensure functionality and reliability.
6. Troubleshoot issues as they arise and provide timely support in resolving technical problems.
7. Document integration processes, configurations, and troubleshooting steps.
8. Stay updated on industry trends and emerging technologies with a view to exploring and recommending improvements and enhancements for the organization.
9. Collaborate with vendors and third-party providers to integrate external systems, as needed.
10. Facilitate training for users on new systems and functionalities, as required.

EDUCATION/KNOWLEDGE REQUIREMENTS

- Bachelor's degree in Computer Science, Information Technology, or related field
- Proven experience as an IT Business Solutions Specialist or similar role
- Strong understanding of software, hardware, and networking systems
- Proficiency in Microsoft Windows and Microsoft Windows Suite
- Proficiency with Power Apps & Power Automate an asset
- Proficiency in associated technologies (e.g. Linux, Microsoft) is a plus
- Proficiency in programming languages (primarily in Python and Powershell) is an asset
- Familiarity with security best practices and compliance standards
- Excellent problem-solving skills and attention to detail
- Ability to work both independently and as part of a team
- Excellent oral and written communication skills
- Flexibility in working hours, willingness to work outside of regularly scheduled hours, when needed
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiarity with and comfort in relating to people who have a disability

APPLICATION CLOSING DATE: September 11, 2024
POSITION START DATE: ASAP
WAGE RANGE: $93,363.00-$103,313.00

RESPOND IN WRITING TO: Layne Mansell, HR Manager - Recruiting
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