



SYSTEMS ADMINISTRATOR

Reporting To: VP of Information Technology

Our Client is the largest network of clinics of their kind in Canada, with a focus on building success for their clinics through delivery of world-class medical outcomes and best-in-class patient experiences. Over the past year, they've developed tremendous momentum in the marketplace and have acquired 11 clinics with over 22 locations across Canada.

General Description

Reporting to the VP of Information Technology, the ideal candidate will be a proactive IT Systems Administrator to own day-to-day operations across our Windows Server estate (2012–2025), Microsoft 365, and a primarily Layer-2 network—spanning on-premises and Azure. The role keeps servers and endpoints secure, patched, and monitored; administers O365/Entra ID/Exchange/SharePoint; manages our RMM (Atera); supports a small HQ user base; and leads migrations (file servers → SharePoint; VMware/Hyper-V → Azure). Complex cloud work is escalated to our Cloud Solutions Architect.

Key Responsibilities:

- Windows Server (2012–2025)
- Administer AD DS/GPO, DNS (internal + public), IIS, file/print services, certificates.
- Perform basic–intermediate Microsoft SQL Server administration (backups, permissions, maintenance plans).
- Enforce configuration baselines and OS hardening; maintain patch compliance.
- Microsoft 365 / Entra ID
- Administer Exchange Online (mail flow, hygiene, transport rules), SharePoint Online/OneDrive (sites, permissions, migrations), and Entra ID (users, groups, Conditional Access—baseline).
- Collaborate with Security on Defender and email security policies.
- Security & Monitoring
- Deploy and maintain Endpoint protection tools (Nice to have experience with SentinelOne, Microsoft Defender, Cisco Umbrella)
- Operate RMM (Nice to have experience with Atera), monitoring, alerting, automation, and patch management (servers/workstations).
- Networking (L2-focused)
- Operate Cisco/HP switches (VLANs, trunks, PoE), firewalls (nice to have experience with WatchGuard/SonicWall) rules, NAT, VPN, packet capture), and Wireless access points (SSIDs, auth) (nice to have experience with WatchGuard access points)
- Troubleshoot connectivity, name resolution, and performance issues across sites.
- Migrations & Virtualization
- Lead legacy migrations: file servers → SharePoint/OneDrive and on-prem VMs (VMware/Hyper-V) → Microsoft Azure.
- Support 3-tier applications (Web–App–DB) for maintenance windows and cutovers.
- Backup / DR / Operations
- Run and test backups; validate RPO/RTO compliance; maintain recovery runbooks.
- Provide hands-on user/desktop support for a limited HQ staff.
- Handle IT procurement and vendor management (quoting, renewals, warranties).
- Create and maintain concise SOPs and documentation.
- What “Good” Looks Like
- Prevents incidents (hardening, patch rings, alert tuning) as much as fixing them.
- Communicates clearly; collaborates patiently with teammates and non-technical users.
- Documents briefly but well; automates repeatable tasks via Atera/PowerShell.

Required Qualifications (Must-Haves)








- 3–5+ years in IT systems administration focused on Windows Server and Microsoft 365.
- Proven experience with AD DS/GPO, DNS, IIS, file services, and basic SQL Server admin.
- Hands-on with Atera (or similar RMM) for monitoring, alerting, and patch automation.
- Azure hands-on-experience (IaaS VMs, storage, networking fundamentals) and workload migrations to Azure.
- Networking fundamentals: TCP/IP, VLANs, NAT, VPNs, packet capture; daily operations preferably on WatchGuard or SonicWall or Sophos
- Endpoint/email security: SentinelOne, Microsoft Defender, Cisco Umbrella, Mimecast (policy ops);
- VMware and Hyper-V administration (lifecycle, maintenance mode, live migration).

- Strong written/verbal communication and a demonstrable team-first mindset.

Nice to Have (Preferred)

- PowerShell automation (Atera scripting, AD/M365 administration)
- SharePoint migration tools (SPO Migration Tool, Mover, or third-party).
- Exposure to Azure Backup/ASR, Azure Virtual Desktop.
- Tools & Platforms (Environment)
- Servers: Windows Server 2012–2025
- Cloud: Microsoft Azure (IaaS), Microsoft 365 (Exchange Online, SharePoint Online, OneDrive, Entra ID)
- RMM/Monitoring: Atera or similar tools
- Security: SentinelOne, Microsoft Defender, Cisco Umbrella, Arctic Wolf SIEM, Mimecast (or similar tools)
- Network: Cisco switches (L2), WatchGuard/SonicWall firewalls, WatchGuard APs
- Virtualization: VMware, Hyper-V
- Backups: [Datto is nice to have, Azure Backup]
- Ticketing/ITSM: [Atera, Jira]
- Education & Certifications
- Diploma/Degree in Information Technology or related field (or equivalent experience).
- Nice to have: Microsoft (AZ-104, MS-102), MCSA/MCSE legacy

Quick Screening Checklist

- Windows Server (2012–2025) + AD DS/GPO/DNS/IIS 
- Microsoft 365 admin (Exchange/SharePoint/Entra ID) 
- Atera (or equivalent RMM) for monitoring + patching at scale 
- WatchGuard/SonicWall day-to-day ops; Cisco L2 switching 
- Security stack familiarity (SentinelOne/Defender/Umbrella/Mimecast) 
- Azure workload migrations + VMware/Hyper-V experience 
- Strong comms, documentation habit, and willingness to be on call when needed 

Additional Information

*This job description is not intended to be all inclusive. The candidate hired will also perform other reasonable related business duties as assigned by the supervisor. The company reserves the right to revise or change job duties as needed. This job description does not constitute a written or implied contract of employment.

BoloNet Inc and their Client for this position are equal opportunity employers and values diversity in its workforce, encouraging applications from all qualified individuals.

By applying to this position, you are confirming you possess either a Canadian citizenship, permanent resident status or valid work permit.

Please note: Reference Checks, Credit Checks and Criminal Background Checks will be administered on suitably qualified candidates.