

Position: IT Systems Administrator

Location: Vancouver, BC

About the Company:

The story of Bosa Properties is one of entrepreneurship, commitment and a passion for real estate and construction that began over 50 years ago. Decades in the business have taught us how to create homes that are timeless in design, universal in their appeal, and comfortable for homeowners at every stage of life. Being a forward-thinking company matters to us and influences everything from where we build our projects to the amenities and technologies we build into them.

Bosa is proud to have been named an Aon Best Employer for 2017 and 2018, ranking among the top 1/4 of all Canadian employers based on engagement, leadership, performance culture and employment brand.

About the Role:

This is an exciting opportunity to join an industry leading company during an important transitional phase, as it undertakes several important system-related projects, seeks to build out technical knowledge of its current systems and facilitate the on-going maintenance and evolution of these systems over the coming years. With a corporate structure that includes over 30 entities and multiple physical locations, the current infrastructure consists of approximately two dozen Windows Server virtual machines hosted on several physical on-prem hosts, and configured in a VMware ESXi cluster. One of the key initiatives over the next year will be transitioning from a physical structure to a hybrid model.

Some of the responsibilities of the Systems Administrator include the following:

- Expert in vSphere clustered environment administration;
- Server management (e.g. windows updates, security patches);
- Windows Domain Administration (Active Directory Management, Group Policy Management, WSUS, Certificate Server Administration);
- Automated software deployment (GPO, PDQ)
- Microsoft Exchange Administration;
- Web Server Administration (e.g. IIS, Apache);
- Mobile device management (e.g. AirWatch);
- Scripting, automation;
- Administration of Amazon AWS services (CloudFormation, EC2, IAM, ELB);
- Spam Filter administration (e.g. Fusemail, Mimecast);
- Implementing least Privilege security, SIEM setup;
- Capacity forecasting and planning;
- RTO and RPO compliance;
- Creating and maintaining data retention policies.

What you Bring:

The successful candidate should be experienced in creating and working within clearly defined processes that meet industry standards for security, control and efficiency, preferably with experience working in a hybrid on-prem/cloud environment. The overall skills and experience that you bring to the position should include:

- Skilled in server management;

- Windows Domain Administration expertise (Active Directory);
- Experience with Microsoft Exchange Administration;
- Scripting experience;
- Experience with developing and testing Disaster Recovery plans;
- Data retention systems and structures experience;
- Office 365 implementation and management experience;
- Exposure to a Hybrid/Cloud environment;
- Experienced with change management processes;
- Experienced with issue tracking systems (e.g. JIRA);
- Experienced working in agile/scrum environment;
- Excellent communication & documentation skills;
- Additional desirable certifications include: MCSE, AWS.

Your Rewards:

Our most important offering to anyone that joins the Bosa Properties team is our culture of innovation, achievement, and ownership. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Bosa, we also offer a very competitive compensation structure that supplements your regular income with a robust benefits package:

- **MSP, Medical and Dental Coverage:** Our industry leading benefits package covers you and your dependents at no cost
- **Friends and Family Program:** Early and exclusive access to our newly released projects
- **BOSAconnect™:** Our annual development conference that is designed and hosted by our leadership and complemented by a range of world-class speakers and workshop experts.
- **Professional Development and Education Support**
- **RRSP, Retirement Savings Plan:** 100% Employer matching up to 5% of your base salary.

How to Apply:

Please submit an application using the links provided, or by clicking [here](#). We value your interest in the Bosa Family of Companies. While we can only respond to shortlisted applicants, we will keep your information on file and consider you for future opportunities as they come available.