



Job title *Systems Administrator*

Location *Hybrid in Toronto, ON*

Who We Are

Newton's complete range of products and services are designed to automate the entire mortgage approval, underwriting and funding process by providing instant visibility into the entire business. By integrating all processes into simple-to-use systems, our aim is to free up time for whatever else our customers might choose to do.

Contributing to the growth of a game-changing product gets our team fired up! At Newton, we take ownership of our projects and work together to foster a fun and transparent environment. Our days are spent thinking through complex scenarios and tackling major challenges using innovative solutions. We're agile in our process and responsive to the market, seeking to fundamentally improve an institutional industry. We are a team of experts, joined by outstanding partners, on a quest to build superior products and a top-notch company. With our HQ in the heart of Toronto and a growing office in Vancouver, we work, play, and win as a team. We enjoy spending time with one another and celebrate our accomplishments together.

What's The Role?

As a System Administrator, your role will include analyzing and developing solutions for complex technical support problems related to operating systems, communications software, storage management, performance optimization, and capacity planning. You will be actively participating in feasibility studies of new hardware/services and specialized software and making recommendations concerning acquisitions, modification and implementation. Developing and recommending the technical design (services, hardware, software, database, automation, storage and telecommunications) for production and development environments. Where applicable integrating technologies within the organizational infrastructure.

Your role as a System Administrator will additionally include be providing technical support, dealing with complex issues requiring considerable latitude and ingenuity for problem resolution and a good understanding of the company policies and guidelines. You will also be maintaining accessibility and optimizes performance of Linux/Windows application servers in a cloud environment. Managing services availability and reliability of computer resources including shared resources, LAN & WAN resources, Linux/Windows servers, MACs/laptops, and cell phones as well as maintaining system documentation will also be required. Installing and upgrading computer components and software, managing virtual servers, and integrating automation processes are also part of the duties of the role. In the event of a server crash, you will determine cause of problem and implement recovery procedure.

The position is full-time and hybrid in Toronto, ON.

Who You Are

It's essential that:

- You spearhead infrastructure upgrade initiatives, in line with development standards.
- You develop recommendations for acquisition and disposal of hardware and software.
- You implement new technologies.
- You provide on-going technical support to ensure that Newton Operational and Service Level Objectives are met, including participation in 7/24 on-call support rotation.
- You maintain accessibility and optimize performance of servers.
- You ensure availability and reliability of computer resources including shared resources, network, and servers.
- You maintain system/technical/network documentation.
- You backup network, performing data recovery if necessary.
- You install and upgrade computer components and software, manage virtual servers, and integrate automation processes.
- You can troubleshoot and resolve issues in our development, testing, and production environments.
- You can make recommendations on hardware and software platforms.
- You liaise with third party suppliers.
- You set-up and alteration of individual user work environment.
- You provide internal support for problems relating to IT infrastructure (network, server, etc).

Required Experience:

- 5 + years of experience in Linux support roles including planning, design, 1st and 2nd line support
- 1 + years of experience in MAC and windows system administration
- Experience with DHCP, DNS, TCP/IP and networking services. Advanced analysis of communication protocols
- Experience with Cloud computing platforms such as Azure
- Network security, system patching and vulnerability management etc.
- Solid working knowledge of network and network design
- Automation skills, PowerShell, BASH, Java, IaC

Knowledge and Skills Required:

- Disaster Recovery Planning
- IT Security
- Data Management
- Version Control Systems
- IT Network
- Strong background in Linux/Unix Administration for Red Hat/CentOS Linux Systems

- Experience with automation/configuration management
- Ability to use a wide variety of open source technologies and cloud services
- Direct experience with Azure Cloud Services
- Experience with PostgreSQL and MySQL
- Experience with MAC and Windows operating systems for laptops and servers
- Understanding of coding and scripting (PHP, Python, Bash)
- Knowledge of best practices and IT operations in an always-up, always-available service

Soft Skills Needed:

Skill	Level
Customer Focus	A
Issues escalation	A
Learning aptitude	A
Multi tasking	A
Organization	A
Prioritizing	A
Team work	A
Time Management	A
Verbal communication	A
Written communication	I
Work under pressure	A
Problem solving	A
Documentation	A

It's a bonus if:

- You have experience with financial institutions.
- You hold previous experience in outsourcing or ASP (Application Service Provider) business model (as vendor or customer).
- You have a college/university graduation in Computer Science or related discipline OR equivalent combination of education and related experience.

Now What?

If you see an opportunity for yourself with us, apply now to continue the conversation and learn more about how you can become part of Newton.

Please send your CV and a cover letter, including examples of your experience and why you see this as a good fit, in PDF format, to itcareers@newton.ca

We value a diverse workforce and invite all interested and qualified applicants to apply and thank all applicants for their interest.