SYSTEMS ADMINISTRATOR – PLATFORM & INFRASTRUCTURE

ABOUT THIS ROLE

Newton is seeking a proactive and technically skilled Systems Administrator to join our growing IT team. In this role, you will play a critical part in ensuring the reliability, security, and scalability of Newton's infrastructure that supports our core platforms (Link, Connect, and Velocity).

You will focus on managing and optimizing our Azure cloud environments and on-prem systems, enforcing SOC 2 compliance, and driving automation to reduce operational risk. This position is also responsible for laying the foundation for multi-tenant standards to support future expansion to DLC, while incorporating AI-driven tools for smarter operations and predictive insights.

You will work closely with IT, Product, and Operations teams to maintain and enhance systems that are crucial to the business, ensuring secure, stable, and efficient operations across our platforms.

If you're passionate about building secure, scalable, and intelligent infrastructure in a fast-moving fintech environment, this is the role for you!

WHO WE ARE LOOKING FOR

You're a curious, collaborative, and a technically versatile Systems Administrator who thrives in fast-paced, evolving environments. You enjoy working with both cloud and on-prem technologies, are energized by solving complex technical problems, and have a strong sense of ownership for the infrastructure you manage.

We are looking for someone who is:

- Is a strong communicator, able to clearly explain complex issues to both technical and non-technical stakeholders.
- Thrives in a collaborative environment, working well with cross-functional teams.
- Is proactive and solution-oriented, anticipating issues and driving improvements before problems arise.
- Demonstrates attention to detail and a high standard of quality in all work.
- Can prioritize effectively, managing competing demands and projects without losing focus.
- Shows curiosity and a continuous learning mindset, staying current with evolving technologies and industry trends.
- Maintains a calm and composed approach under pressure, particularly during incidents or high-stakes situations.
- Brings a respectful, positive attitude that contributes to a supportive and inclusive team culture.

WHAT YOU WILL DO

- **Cloud & Infrastructure Management:** Operate and optimize Azure environments, including compute, storage, networking, and databases. Build and maintain Infrastructure as Code (Terraform/Bicep) and integrate with CI/CD pipelines to ensure consistent, auditable deployments.

- **Server & Endpoint Administration:** Maintain Linux and Windows servers, virtualization platforms, and endpoint security using MDM/EDR solutions. Ensure systems are patched and hardened according to compliance requirements.
- **Identity & Access Control:** Administer identity platforms (Entra ID/Okta) and manage privileged access workflows (PIM/PAM). Enforce least privilege principles and participate in quarterly access reviews.
- **Monitoring & Incident Response:** Implement observability tools for logging, metrics, and alerting. Maintain runbooks and participate in a 24×7 on call rotation, ensuring rapid incident response and adherence to defined MTTR targets.
- **Backup & Disaster Recovery:** Own backup strategies across all critical assets, define RPO/RTO objectives, and conduct quarterly restore tests to validate disaster recovery readiness.
- **Compliance & Change Management:** Uphold SOC 2 controls by maintaining evidence for audits, managing change windows, and ensuring accurate CMDB records.
- **AI-Driven Operations:** Leverage AI-based monitoring and anomaly detection tools to predict infrastructure issues before they occur. Use machine learning models for capacity planning, performance optimization, and automated remediation workflows.
- **Cross-Organizational Readiness:** Design infrastructure standards that support multi-tenant environments, including IAM boundaries, per tenant logging, and cost allocation tagging for DLC scalability.

WHAT YOU BRING

- 5+ years of experience in system administration, infrastructure, or cloud operations
- Proven experience managing Azure environments and automation through IaC (Terraform/Bicep).
- Strong scripting skills (PowerShell, Bash, Python) for operational automation.
- Expertise in identity management, endpoint security, and compliance frameworks (SOC 2 preferred).
- Familiarity with observability stacks and incident management practices.
- Hands-on experience with backup/restore tooling and disaster recovery planning.
- Exposure to AI/ML tools for IT operations (e.g., predictive analytics, anomaly detection, automated remediation).
- Strong analytical, troubleshooting, and problem-solving skills.
- Excellent communication and collaboration skills.

BONUS POINTS FOR

- Experience with multi-tenant architecture or scaling infrastructure for growth
- Certifications such as Azure Administrator, Azure Solutions Architect, CompTIA Security+, or Certified Information Systems Security Professional (CISSP)
- Prior experience in a fintech or regulated industry
- Proven ability to influence cross-functional teams or drive technical initiatives

WHY YOU WILL LOVE WORKING HERE

- Join a mission-driven fintech platform modernizing home financing in Canada.
- Work in a hybrid environment with a strong focus on collaboration, inclusion, and professional growth.
- Competitive salary with bonus eligibility, health benefits, and wellness support from day one.
- Opportunities for continuous learning, upskilling, and career advancement.
- Exposure to cutting-edge AI-driven infrastructure and automation tools.

COMPENSATION

We offer a competitive salary commensurate with experience, plus a comprehensive benefits package including extended health and dental coverage.

TERM & HOURS

- Full-time, permanent
- Based in Toronto, with hybrid work flexibility*
- Standard core hours, plus participation in a rotating 24x7 on-call schedule

READY TO APPLY

Send your resumé, and a short note about why you're a great fit to itcareers@newton.ca

*We currently offer our employees the flexibility to work remotely for up to two days per week, depending on business needs. While we continue to offer our employees flexibility, we believe that it is best for the company and employees to work in the office. Working in the office fosters collaboration, creativity, and a sense of community that is vital for our company's growth and success. It provides employees with valuable opportunities for team building, mentorship and personal connections that contribute to our vibrant culture.   As such, we would like to see our employees in the office as much as possible.

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