



## JOB DESCRIPTION

**Job Title:** Network Administrator  
**Department:** Technology Integration  
**Location:** Invera Westmount  
**Reports To:** Jason Couto

### Role Summary/Purpose

Embark on an exciting journey with Invera Inc., a company dedicated to creating cutting-edge Software as a Service (SaaS) solutions for the metal industry. We are looking for a skilled Network Administrator to take on a significant role within our vibrant team to maintain, upgrade, and optimize Invera's private and customer facing networks.

In this role, you will be responsible for proactively monitoring the Invera network to ensure that any performance issues, security breaches, etc. are addressed immediately. You'll join with other team members to help design and administer a robust, scalable network that is optimized for Invera's ON-DEMAND SaaS offering.

## APPLY NOW!

Send your resume to  
[careers@invera.com](mailto:careers@invera.com)

### Job Responsibilities

(include but not limited to):

- Install, configure, and update various network devices such as routers, switches, and firewalls.
- Routinely analyze network speed and performance.
- Use security tools to protect the network from hackers, malware, and other threats.
- Diagnose and troubleshoot networking and security issues.
- Document and report IT incidents, problems, and solutions in a clear and concise manner.
- Escalate complex or unresolved issues to senior IT staff or vendors as needed.
- Respond to customer inquiries and requests relating to networking issues.
- Communicate effectively with stakeholders and customers.
- Demonstrate excellent soft skills relating to time management, mentoring, and teamwork.

## Essential Skills and Qualifications

- Bachelor's degree in computer science, Engineering, or a related field.
- Have at least 2 years of experience in a network administration role.
- Excellent knowledge of networking and security concepts.
- Proven network engineering, network operations, and network performance analysis skills.
- Knowledge of computing infrastructures.
- Exceptional critical thinking and problem-solving ability.
- Ability to troubleshoot and resolve technical issues independently or as part of a team.
- Strong communication, interpersonal, and problem-solving skills.

## Physical Demands

- Extended use of keyboard and computer

## Preferred Qualifications

- Strong understanding of cloud computing concepts and paradigms.
- Proficiency with scripting languages.
- Familiarity with Amazon AWS.
- Bilingual in French and English.

## Working Conditions

- Position is based out of Invera's Montreal office.
- Standard hours are 9 – 5 PM Eastern.
- Occasionally will be required to work beyond regular office hours to complete critical assignments.