



**Job Title:** Analyst, LAN/WAN Administrator  
**Workplace:** Montreal

---

Otéra Capital offers a vast continuum of services in commercial real estate financing, from underwriting to asset management as well as an extensive range of products, from traditional mortgages to structured products.

We're a subsidiary of the Caisse de dépôt et placement du Québec, one of the leading institutional fund managers in Canada and the United States.

Our rapidly expanding firm is made up of real estate financing experts who team up and adapt themselves to the needs of clients, borrowers and investors. Our team is growing and we're always seeking new talents and seasoned and enthusiastic professionals who wish to embrace the principles that guide our management philosophy: engagement, teamwork, openness and pursuit of excellence.

*The masculine form is used to lighten the text.*

## **Role**

---

Reporting to the Director, Technologies, the incumbent is responsible for network management and support (extended and local) and of the workstations and office automation systems for all users. He is part of a team responsible for the computer fleet inventory, deployments, installation and maintenance of computer material as well as relevant software. He ensures user support (1<sup>st</sup> and 2<sup>nd</sup> level support) and manages their access. He takes part in Level 3 support activities in collaboration with infrastructure architects and to technological projects.

This position is part of a hard-driving team that greatly contributes to the success of the firm in a continually evolving business context.

---

## Key Responsibilities

---

- Ensure application of norms, standards and policies in the area of information technologies
- Keep the computer fleet inventory up-to-date, order equipment when necessary (new hiring, equipment renewal, etc.) and manage access
- Manage networks, workstations and software applications
- Manage security with "Active Directory"
- Prepare, deploy and maintain workstation images with SCCM
- Perform troubleshooting for network and technological system problems (including 1<sup>st</sup> and 2<sup>nd</sup> level support in Otéra's help centre)
- Perform Level 3 maintenance as infrastructure and office automation analyst.
- Coordinate phone needs with the group responsible at the Caisse
- Support for all cells and Blackberrys, as well as the Blackberry Company Server
- Support and administer security in SharePoint
- Make recommendations concerning office automation applications and evolution of the systems in function of user needs
- Take part in server administration
- Take part in technological projects with infrastructure architects
- Ensure that security procedures are implemented and applied
- Provide training on workstations and office automation applications
- Perform any other related task as requested by supervisor or linked to one's duties

## Requirements

---

- College diploma mandatory, Bachelor's degree is an asset
  - Ten (10) years of experience as technician and LAN/AWAN administrator
  - Understanding of LAN and WAN network components
  - Knowledge of Microsoft environments (Windows system software, basic SQL, SCCM application tools, management of material and software and of office automation applications: Ms-Office, MS-Access, MS-Project, Visio, etc.)
  - Basic experience with SharePoint
  - Three (3) years of experience in terms of workstation deployments and in application of norms and standards
  - Knowledge of the ITIL methodology, an asset
  - Bilingual (French/English) oral and written
  - Capacity to adapt to a constantly evolving environment
  - Customer-service oriented
  - Good communications skills and analytical skills
  - Good organizational and planning skills; self-starter with a developed sense of priority
- Otéra Capital is an equal-opportunity employer. We welcome applications for this position from all qualified individuals.



Please send your curriculum vitae to:

---

**Otéra Capital**

[cvrh@oteracapital.com](mailto:cvrh@oteracapital.com)

The World Trade Centre

413, rue St-Jacques - Suite 700

Montréal, QC H2Y 1N9

