



NOW HIRING | IT Coordinator

Peak Construction Group is a leading construction firm recognized for delivering high-quality commercial, industrial, and residential projects across Canada and the United States. We pride ourselves on building lasting relationships, offering large firm capabilities while maintaining small firm personal commitment. With over 190 employees in Canada and the United States, Peak continues to grow and offer opportunities.

Role: The IT Coordinator is responsible for supporting and maintaining the health and security of the company's digital assets, data and devices. The IT Coordinator will manage administration of the Microsoft 365 architecture. Responsibilities will also include tracking and managing company equipment, liaising with external consultants, and keeping our technical environment running smoothly. **This role is located in our Canada head office in South Surrey, BC.**

Key Responsibilities:

Microsoft 365 (M365) Administration:

- Administer, configure and support the company's Microsoft 365 environment, including Azure, Exchange, Entra.
- Develop and implement M365 policies for access, archiving and backup.
- Manage Microsoft licenses, user groups, rights and permissions.

Device Management:

- Provision, deprovision, re-assign and replace devices for employees.
- Manage mobile devices using MDM software.
- Manage warranties and coordinate with vendors for repairs and replacement.
- Track & manage inventory.

Technical Support:

- Troubleshoot technical issues and provide support to employees, some remotely
- Escalate common issues or major system changes to senior management
- Assist in providing documentation for employees support and training on common issues

Security:

- Monitor the health and security of devices and data, proactively addressing potential issues.
- Develop effective data retrieval and recovery procedures to protect against data loss.
- Perform patch updates, diagnostic tests and debugging procedures to optimize computer systems.
- Implement robust security protocols and procedures to safeguard against potential threats.
- Manage and maintain antivirus deployment, ensure all endpoints are protected, and investigate incidents.
- Manage security awareness training and ensure company is following requirements of insurance policies.

General Information Technology Management:

- Identify and implement IT management best practices across the organization.
- Assist in development of corporate policies related to information management
- Troubleshoot complex issues, identify root causes, and coordinate solutions with external consultants if needed.
- Support the planning and execution of IT projects, upgrades, and security enhancements.
- Implement and update disaster response plan and recovery.

Required Experience and Qualifications:

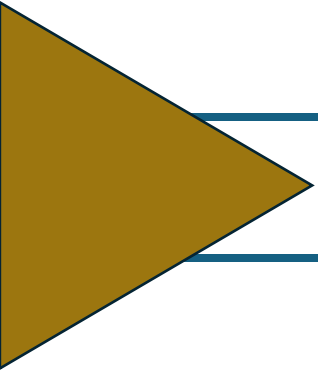
- Minimum 5 Years experience in IT Services or similar role required.
- Experienced in Microsoft 365 administrative architecture with certifications such as Microsoft 365 Certified: Modern Desktop Administrator Associate, Security Administrator Associate, or equivalent.
- Proven experience supporting technical systems in a multi-site environment, using remote applications.
- Experience monitoring system security (e.g., MFA compliance, antivirus, mailbox status, license tracking).
- Experience with mobile device management and security monitoring tools.
- Knowledge of Microsoft SharePoint, Teams, OneDrive and their integration in a Windows environment and iOS on mobile devices.

Required Skills and Knowledge:

- Outstanding communication skills; ability to explain technical information clearly to non-technical staff.
- Excellent troubleshooting and problem-solving skills
- Ability to manage multiple priorities in a fast-paced environment.
- Strong attention to detail and commitment to data integrity.
- Demonstrated ability to implement and document IT best practices.
- Keen interest in staying updated with cybersecurity trends and Microsoft ecosystem advancements.

What We Offer:

- A competitive compensation package, including extended health benefits, RRSP matching, and opportunities for continued learning and development.
- Salary Range:
- A workplace that values integrity, collaboration, and the long-term growth of both our employees and our company



To apply for this role, please e-mail your cover letter and resume
in PDF format to careers@peakgrp.com, referencing posting [posting #25-IT10]
