Pollard Banknote is a leading lottery partner to more than 50 lotteries worldwide, providing high quality instant ticket products, licensed games, and strategic marketing and management services for both traditional instant games and the emerging iLottery space of web, mobile, and social channels. The company is a proven innovator and has decades of experience helping lotteries to maximize player engagement, sales, and proceeds for good causes. Pollard Banknote also plays a major role in the charitable pull-tab and bingo markets in North America. Established in 1907, Pollard Banknote is owned approximately 73.5% by the Pollard family and 26.5% by public shareholders and is publicly traded on the TSX (PBL). For more information, please visit the website at www.pollardbanknote.com.

SYSTEM ADMINISTRATOR

THE OPPORTUNITY
Working within the Information Technology Infrastructure group, this full time permanent position will provide direct technical and administrative support to all aspects of the facilities Linux, Windows and applications systems for a multi-site 24 hour manufacturing environment.

The System Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware, software and related infrastructure, including participation in technical research and development to enable continuing innovation within the infrastructure.

The successful candidate will assist project teams with technical issues in the initiation and planning phases of our standard Project Management Methodology. These activities include the defining the needs, benefits, and technical strategies, research & development within the project life-cycle, technical analysis, design and providing support to the operations staff in execution, testing and rolling-out.

Responsibilities may occasionally require working evenings and weekends, sometimes with little advanced notice. Limited travel may also be required.

KEY RESPONSIBILITIES
System administration and provisioning
- Engineering of systems solutions for various project and operational needs
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements
- Research and recommend innovative, and where possible automated approaches for system administration tasks.

Operations and Support
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups
- Investigate, troubleshoot, repair and recover from hardware or software failures

Maintenance
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities
- Maintain operational, configuration, or other procedures
- Perform periodic performance reporting and ongoing performance tuning
- Maintain data center environmental and monitoring equipment
QUALIFICATIONS

- Post Secondary degree or diploma, with a technical major, such as engineering or computer science with four to six years of system administration experience
- Systems Administration/System Engineer certification in Unix and Microsoft.
- Proven analytical and problem-solving abilities to recommend best fit technical solutions
- Excellent written and verbal communication skills
- Demonstrated ability to make well-informed strategic decisions
- Highly motivated self-starter who takes initiative with minimal supervision along with the ability to effectively work in a collaborative team environment
- Strong ability to prioritize and handle multiple tasks while meeting tight deadlines, goals and targets in a fast paced work environment

Pollard Banknote offers a challenging, team-oriented environment, competitive compensation, profit sharing program, company pension and opportunities for professional development. Interested candidates are encouraged to submit a cover letter indicating salary expectations along with a résumé by May 15th, 2015 to:

Pollard Banknote
1499 Buffalo Place
Winnipeg, MB R3T 1L7
www.pollardbanknote.com
E-mail: humanresources@pollardbanknote.com

We thank all that apply, however only candidates selected for an interview will be contacted.
Employment is contingent upon a satisfactory response from a Criminal Record Search.