



Position Posting: I.T. Specialist (Full Time, Permanent)

Located in Abbotsford, 50 km east of Vancouver in British Columbia's beautiful Central Fraser Valley, Van Belle Nursery is a leading propagator and wholesale supplier of shrubs and perennial plants. Founded in 1973, Van Belle Nursery ships to customers throughout North America. Our facilities are modern and our product line is continually expanding.

We have four locations for two primary business units. We support a variety of Chrome devices, Windows desktops, Windows & Linux servers, phones & a wireless network over four locations. We have been developing in-house software for more than a decade and have a range of desktop applications, web applications and mobile apps that we release daily and for which we need support & training.

Primary Job Responsibilities

1. I.T. Helpdesk:

Respond promptly, clearly and competently to anybody's problems that relate to computers, hardware or processes that pass through I.T. systems.

2. Training:

Train others on all I.T. managed systems. This will primarily involve training people on custom, in-house software but also extends to other areas such as Android phones, Google G Suite, & Microsoft Office.

3. I.T. Reliability Engineer:

Proactively monitor & maintain our computer systems before problems occur.

Basic Qualifications

- Must be team and goal oriented.
- Fluent in spoken and written English; Spanish is an asset.

Terms of Employment

- Full Time, Permanent. 3 month probation. Start date is flexible and possibly immediately.

We offer:

- a positive and dynamic work environment;
- a competitive salary based on qualifications and experience;
- a company benefit package including extended health and dental coverage;
- a company profit share program;
- additional benefits available after 3 or more years of continuous employment.

More details on each primary job responsibility...

I.T. Helpdesk

- A desire to help coupled with a sense of urgency regarding the core problem.
- An ability to learn quickly so that repeat problems can be resolved at their root cause with your help
- Accuracy in record keeping.

Training

- Excellent communication skills that focus on the essential and only providing necessary detail.
- An ability to teach.
- Ability and skill in creating training programs both in terms of content & the technical construction of training materials (any experience with creating courses for online learning platforms would be terrific).

I.T. Reliability Engineer

- Experience with Windows Administrator. Knowledge of administering Active Directory using Group Policies.
- Linux Administrator (esp. RHEL).
- Prior experience with G Suite administration including mobile & Chrome device management.
- Experience with Android phones.
- Experience with Google Cloud.
- Practical experience with networking, monitoring, DevOps, SRE.

Work Conditions

- Agree to follow and demonstrate the company’s core values:

Best Effort	I do my best work possible, each time; for my teammates, customers and suppliers. Our work lives depend on this.
Always Positive	I focus on "how can I do this" instead of "why it won't work". I recognize that my energy and enthusiasm, or lack thereof, affects the people around me. Therefore, I do my best to make my interactions with other people positive.
Do It Now	I exhibit a sense of urgency in all I do to make sure there is no operational downtime, and the people who are counting on me can rely on me to achieve what they need on their schedule. When we have done all the background work needed to make a decision, and we are confident in our course, we implement the decision quickly.
Respect People	I treat everyone I meet with the respect and courtesy they deserve. I keep short accounts, dealing with People and problems as they arise, in a friendly, helpful manner. We also honor other people by giving them the credit, and we are humble, low ego people.
Find a Better Way	I continually ask how things can be improved; if I am comfortable with the way things are, we will not grow, personally, professionally, nor as a company.

- Van Belle Nursery is a smoke free workplace.

**Work Location**

- 34825 Hallert Road, Abbotsford, BC, Canada

How to apply

Submit your resume and cover letter, including your wage expectations to our Human Resources Administrator.

Applications may be submitted as follows:

1. email hr@vanbelle.com
2. fax 604-853-6282
3. in person to the Van Belle Nursery head office at 34825 Hallert Road, Abbotsford, BC

We thank you for your interest! Only applicants selected for an interview will be contacted.