



Job Ad

Ministry: Ministry of Government and Consumer Services
Division: Infrastructure Technology Services
Position Title: REFRESH COORDINATOR
Duration: 1 Permanent
Location: Sudbury, Sault Ste Marie, Thunder Bay, South Porcupine (Restricted to OPS employees living or working within 125 km of these locations)
Compensation Group: AMAPCEO
Salary: \$67,383.00 - \$86,019.00 per annum
Position Status: Restricted
Job Code: 19ASY - Systems Serv (Ama Unit) ASY19
Schedule: 6
Category: Information Technology
Job ID: 12481

Have you been waiting for an opportunity to showcase your technical and leadership skills? The Ministry of Government Services, ITS Desktop Managed Services and Field Services Branch seeks a highly organized individual to schedule, coordinate and facilitate the deployment of desktop computers across the region with client communities and to effectively manage on-site vendors.

You will: provide technical expertise and team leadership to coordinate and facilitate refresh projects; identify and recommend process improvements; schedule and monitor refresh projects; liaise and coordinate with vendors; prepare detailed status reports including recommendations for business planning; troubleshoot and resolve issues; develop procedures and guidelines for handling end-user queries; review and monitor service contracts.

This position will be located in either:
Sudbury (159 Cedar St.) or
Sault Ste Marie (70 Foster Dr.) or
Thunder Bay (435 James St.) or
South Porcupine (Hwy #101 E.)

Please indicate preferred location(s) when applying.

Qualifications: demonstrated expertise in desktop technology including evaluation and deployment; understanding of relevant IT standards and priorities; demonstrated knowledge of corporate I&IT infrastructure policies and processes including approval processes; the ability to provide strong technical support including conducting quality assurance, benchmarking and troubleshooting activities; strong consultation, verbal and written communication skills; strong project management skills.

Posting Date: Friday, September 19, 2008

Closing Date: Friday, October 03, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Toronto Recruitment Centre
Ministry of Government Services
777 Bay Street, 2nd Floor
Toronto, Ontario, M7A 2J6
Fax: 416-327-8993

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**

