



## **IT Operations (part-time)**

at StickerYou

Toronto, Ontario

### **About StickerYou**

StickerYou is a global e-commerce leader in custom-printed, die-cut products that empower businesses and consumers to create professional-grade materials for marketing, packaging, décor and personal expression. Founded in 2008, StickerYou is an influential e-commerce trendsetter, using proprietary die-cut technology to create customized stickers, decals, iron-ons, badges, patches, labels, magnets and more in orders of one - to hundreds of thousands. Fueled by a creative and passionate team, StickerYou is dedicated to growing the most engaged and talented people in Toronto, Canada.

### **The Role**

IT Operations responsibilities support day to day office activities related to normal everyday computers and network usage for the office and remote users as well as less frequent but routine activities related to the on- and off-boarding process of StickerYou employees.

### **Requirements**

IT Operations responsibilities require low to moderate level of knowledge, skills and experience from a responsible personnel and often those skills can be easily obtained from public information sources in a relatively short time. Some of the responsibilities may require elevated administrative privileges.

### **You are also...**

- Process and detail-oriented
- Problem-solving
- Self-motivated
- A Team Player

### **What you'll be doing**

- Help install and configure software on company's computers

- Help provision computers and other computer devices
- Help maintain peripheral computer devices including but not limited to monitors, printers, user input devices, modems, adapters, IP phones, etc.
- Help connect shared network devices like printers, drives, IP phones, etc
- Help configure remote access, VPN, Wi-Fi on company's computers and mobile devices
- Maintain inventory of computer hardware and software
- Maintain documentation of the local network and related information (how-to documents)
- Procure computer hardware and software on demand
- Monitor and help implement the company's security, backup, and antivirus protection policies.

### **Reasons to work at StickerYou:**

- A high-growth hybrid print/technology company
- Strong leadership team
- Company-wide positive energy that's infectious - people enjoy coming to work every day!
- Fast-changing environment with ample learning and growth opportunities
- Support growth and help expand a global Canadian brand
- Strong corporate vision to make small companies "Better"
- Ability to serve a large variety of small and medium sized businesses in many segments
- 100% Canadian company with ALL of our products made locally
- Experience with cutting edge e-commerce and customization technology
- Fun work atmosphere including Beer Fridays, Goal Hitting Pizza Days, etc.

If you're interested in applying for this position, please send your resume to [careers@stickeryou.com](mailto:careers@stickeryou.com)