

JOB DESCRIPTION

TITLE

System and Cloud Administrator

ORGANIZATION

Lexum Informatique Juridique Inc ("Lexum") develops some of the fastest and most popular legal information tools. The CanLII website – a Lexum development – is identified by virtually all Canadian lawyers as the most convenient resource for finding legal information. The technologies developed are used in numerous legal websites in Canada and abroad.

With a very low hierarchical structure, Lexum benefits from an outstanding level of employee retention due to a work culture that encourages autonomy, initiative and growth in the careers of professionals, as well as excellent team spirit. The company offers competitive compensation and excellent working conditions. It is one of Montréal 2024's top employers. It employs some fifty people and is located in the heart of the Plateau Mont-Royal, at the corner of Saint-Laurent Boulevard and Rachel Street.

SUMMARY

Lexum is looking for a system administrator to join our infrastructure team of two system administrators who work hand in hand with a development team of around twenty programmer-analysts.

Reporting to the Infrastructure Team Leader, you will be responsible for configuring and maintaining our Cloud environments using Infrastructure as Code platforms. Your mandate will be to deploy Cloud applications and services that serve the company's mission, manage the governance of our infrastructures and ensure their cybersecurity. You will provide specialized support for the deployment and management of SaaS applications in the AWS cloud. Finally, you will also be called upon to support the company's network and application environments.

RESPONSIBILITIES AND TASKS

- Manage permission policies, security and configuration of Cloud environments via AWS IAM, Entra, Conditional Access, SAML, OpenID, SCIM and AWS Organizations.
- Assist in the deployment of SaaS applications in the AWS Cloud: setting up accounts, IAM roles and permissions, Service Control Policies, network ACLs, automated deployment systems, resources, etc.
- Ensure the deployment of cybersecurity tools: IDS/IPS, AWS Security Hub, Guard Duty, Config, Systems Manager, Microsoft Defender for * etc.
- Document systems, establish procedures, systematize and automate processes.
- Maintain the network environment of the company's offices (Wifi, Firewall, etc.).
- Participate in the security compliance process (SOC2) for company applications and environments.
- Write and maintain scripts and programs used to automate deployments, backups and other aspects of automated management of AWS Cloud environments.
- Configure and maintain services that support the business: Microsoft 365, Jira, Confluence, Matomo analytics, Github, HAProxy, AWS ECS/ECR, ELB, S3, Route53, Transit Gateway, etc.

REQUIREMENTS

You must have the following skills and qualifications:

- Four years' experience in Cloud administration
- University degree or technical diploma (DEC) in a relevant field
- Experience with AWS services (VPC, EC2, IAM, Organizations, Route 53, CloudWatch, Control Tower, Fargate, WAF, Config, CloudWatch, etc.)
- Experience with "Infrastructure as Code" and configuration management systems (CloudFormation and/or CDK, Terraform and Ansible)
- In-depth knowledge of Linux (Amazon Linux) and Docker
- Experience with scripting languages (Python, Bash, Powershell)
- Experience with version control (Git)
- Beneficial experience:
 - Experience with Microsoft Azure and Microsoft 365
 - Familiarity with Cybersecurity concepts and tools (NIST CSF, compliance, AWS Well Architected, CISSP, etc.)
 - Familiarity with Windows operating system.

ABOUT THE OFFER

We offer the following benefits and advantages:

- Permanent employment at 35 hours per week;
- Competitive salary, depending on experience, including a target bonus of 7.5% to 10%;
- Face-to-face and telecommuting work with a minimum of 2 days in the office per week;
- Work schedule according to normal office hours, with flexibility;

Conditions :

- Casual dress;
- Health, dental, disability and life insurance;
- Employer RRSP contribution program;
- Training and development policy;
- Wellness and counselling programs;
- Annual paid leave: 4 weeks vacation, 5 sick days.

Hiring is conditional on a 6-month probationary period, starting subject to availability. Please send your application to carriere@lexum.com, indicating "System Administrator" in the subject line.