

Lexum Informatique Juridique Inc ('Lexum') develops some of the most effective and popular legal information tools. The CanLII website - a Lexum product - is identified by virtually all Canadian lawyers as the most convenient resource for finding legal information.

Lexum benefits from an unparalleled level of employee retention due to a work culture that fosters autonomy, initiative, professional progress and excellent team spirit. The company offers competitive compensation and excellent working conditions.

SUMMARY

Lexum is looking for an **IT technician** to join its infrastructure team, working closely with a development team of around twenty programmer-analysts. Reporting to the head of the infrastructure team, you will be responsible for maintaining and updating Lexum's IT assets, as well as administering the Cloud resources used by users.

RESPONSIBILITIES AND TASKS

- Replace devices deemed obsolete.
- Using the Microsoft Intune device management tool, manage the IT estate, implement security strategies and automate software installation.
- Manage user accounts on a hybrid Active Directory/Microsoft Entra domain.
- Managing email resources (licences, groups, distribution lists) on Exchange Online.
- Managing telephony from the Microsoft Teams administration console.
- Configuring and maintaining the services that support the company: Microsoft 365 and Entra, Jira, Confluence, GitHub, Aruba, etc.
- Document systems, establish procedures, systematise and automate processes.
- Maintain the network environment of the company's offices (Wifi, Firewall, etc.) as well as the client base.
- Providing on-site and remote user support and responding to emergencies as required.

QUALIFICATIONS REQUIRED

- Vocational or technical diploma (DEC) in a relevant field, such as technical support or IT technology, and/or three years' experience in technical support
- Excellent knowledge of Windows 10/11
- Experience with Microsoft 365 (Exchange online, Microsoft Defender, Teams, etc.)
- Advanced experience with Linux is required (certification an asset)
- Basic network knowledge: subnet masks, firewall rules, ports, private/public addresses, etc.
- Good command of written and spoken French; and command of written English
- An open and pleasant personality

- A sense of initiative and the ability to self-manage
- A meticulous, responsible approach and a concern for the availability and security of our systems
- Be available to work in the office in hybrid mode (at least twice a week and as required)

STRENGTHS

- Experience in managing IT assets using an MDM tool: Intune, SCCM, or similar product.
- Experience with one or more scripting languages (Python, Bash, PowerShell).

ABOUT THE OFFER

We offer the following benefits and perks:

- 35-hour working week;
- Competitive salary, depending on experience;
- Flexible working hours based on normal office hours;
- Workplace in the heart of the Plateau Mont-Royal, with the possibility of a hybrid;
- Other conditions, in short :
 - o Casual dress;
 - o Health, dental, disability and life insurance;
 - o Employer RRSP contribution program;
 - o Training and professional development policy;
 - o Well-being and psychological assistance programmes;
 - o Annual paid leave: four weeks' holiday, five sick days and floating holidays to supplement the holiday week.

The position is open-ended, with a six-month probationary period before being eligible for full benefits.

Please send your application to carriere@lexum.com, quoting 'IT Technician' in the subject line. Only those candidates selected for an interview will be contacted.