

## About MicroAge Regina

MicroAge Regina is a dedicated managed IT services solution provider that offers a wide range of expertise; from fixing IT headaches to training clients in the newest apps and delivering tailored solutions that fit our client's budget through consulting and assessing the best fit of product for each client's individual business needs.

Our employees enjoy a friendly, business casual work environment, opportunities for career development through skills training and advancement as well as a chance to make actually make a difference for the clients we help each day.

## About this position

MicroAge Regina Training is seeking the services a computer training & consulting specialist.

The candidate will be hired on a Full-Time basis.

- Classes are prescheduled and are run during business hours in the day from 8:30AM – 5:00PM, Monday to Friday.
- Consultation work is as required.
- A Class 5 driver's license is required as there will be some travel required
- Fluent in spoken and written English is required
- Fluent in spoken and written French is considered an asset

Ideal candidate is an individual who has advanced knowledge in the Microsoft Office suite and SharePoint. Work experience using these products would be considered an asset. Previous classroom instructing experience is also an asset.

A professional, outgoing personality with a strong desire to help people learn is required.

### **Required Skills, Education and Experience:**

Proven expertise in one or more of the following areas:

#### **Training**

- Microsoft Office Suite including practical / real world knowledge with:
  - Word
  - Excel
  - PowerPoint
  - Outlook
  - Access
- Microsoft SharePoint
  - Basic navigation and usage of SharePoint
  - Creation / Administration of SharePoint sites from end user to administrator level
  - Practical experience is an asset

#### **Professional Services**

- Experience with Visual Basic application development
- Experience with Access Database Development
- Advanced experience with SharePoint development / Implementation such as:
  - Workflow creation
  - Process automation
  - Customization
- Willing to work with clients to develop tailor made solutions to fit a business process
- Strong self-starter but who can work well with a team when needed
- Offer continuing support to clients when needed

**Additional skills and experience:**

We would consider these skills an asset but not a requirement for this position, however a willingness to learn these skills would also be considered:

**Training**

- Adobe Creative Suite:
  - Photoshop
  - InDesign
  - Acrobat
  - Illustrator
  - Dreamweaver
- Office 365
  - Outlook
  - Skype for Business
  - SharePoint
  - OneDrive
  - Planner
  - Teams
- Crystal Reports experience
- SQL Querying experience
- Technical certifications such as:
  - CompTIA A+
  - CompTIA Network+
  - CompTIA Security+
- Microsoft Technical experience such as:
  - Windows Server
  - Windows Desktop
  - Office 365 configuration / administration
  - Skype for Business configuration / administration
  - Exchange configuration / administration

**Professional Services**

- Programming experience in languages like C or C++
- Dynamics CRM experience

## How to apply for this position

Please submit your resume in a PDF format through our online application system located at:

<https://microage.ca/regina/career-contact/>

Fill out the form to with your most current contact information and upload a copy of your resume for review. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.