

IT OPERATIONS SUPPORT

Beyond Technologies is a professional services firm, specializing in the integration of SAP solutions and the optimization of business processes.

We are currently looking for an internal IT Operations Support to support the administrative activities of our IT Department.

You are a highly organized individual and customer service oriented. Apart from having a deep interest for technology, you enjoy the administrative side of IT to ensure that the IT department runs smoothly and efficiently.

Your tasks :

- Responsible for the IT department's inventory: Purchase computers and hardware accessories (mouse, monitors, keyboards, etc.), as well as software licenses
- Monitor the life cycle of all IT hardware and software products
- Follow up on purchases and deliveries of hardware
- Track the progress of IT activities by each department and by each country where our offices are located (Canada, US, France, South Africa)
- Negotiate the best price for hardware and software products
- Continuously on the lookout for solutions that can benefit the technology aspect of the company

You have :

- Certificate, DEC, or bachelor's degree in IT
- At least 1 year of IT experience (preferred)
- Knowledge of software licensing and hardware
- Proficiency with computer skills, including Microsoft Office (Outlook, Excel, Word)
- Ability to learn quickly and independently
- Good organizational skills
- Ability to build strategic and collaborative relationships with various stakeholders and vendors.

You are :

- Bilingual: English and French
- Detailed- oriented
- Collaborative
- Motivated and determined to succeed
- Autonomous

At Beyond, we want our employees to be happy and healthy both at work and outside of work. Everything we do and offer our employees is based on our philosophy that investing in our people is beneficial for all of us!

We thank you for your interest; however only candidates who meet the qualifications will be contacted.