

Job Posting:170274 - Position: F25 IT Help Desk Co-Op 170274

Co-op Work Term Posted:	2025 - Fall
App Deadline	06/16/2025 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	06/02/2025 04:28 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	FGF Brands
Address Line 1	1295 Ormont Drive
City	Toronto
Postal Code / Zip Code	M9L 2W6
Province / State	Ontario
Country	Canada

JOB POSTING INFORMATION

Placement Term	2025 - Fall
 Job Title 	F25 IT Help Desk Co-Op 170274
Position Type	Co-op Position
Job Location	Toronto, ON
Country	Canada
Duration	4 months
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List
Job Description	

Job Title: IT Help Desk Co-Op (Fall 2025)

Job ID: 2025-19040

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We're not your average bakery. We're a team of passionate thinkers and doers that are challenging the idea of what a bakery can be. We operate like a startup, powered by creativity and a 'roll up your sleeves' mentality, to give our customers the best possible product.

Job Summary

As the IT Helpdesk Co-op, you will be working in a dynamic, fast paced environment responsible for the configuration, implementation, and maintenance of various computer technologies managed by the Information Technology team. You will focus on the administration of FGF's IT infrastructure to include desktop PC's, notebooks, tablets, cell phones, cell phone plan maintenance and software applications including ERP systems.

Key Responsibilities

- Perform on-site and remote user technical support
- Assist in the organization and inventory of all hardware and software resources
- Maintains excellent communication with all FGF team members on all tasks and projects
- Creates and maintains good technical documentation
- Provides emergency on-call support on demand

In compliance with Ontario's Bill 190, we confirm that this posting represents a current, existing vacancy within our organization.

Job Requirements

Key Qualifications

- Eager and willing to learn new technologies
- Post-secondary education in Computer Science, Networking or related discipline
- Proficiency in MS Office 365 (Install, set-up and troubleshoot)
- Android devices set up knowledge is preferable
- Knowledge of Microsoft Active Directory is preferable
- Intermediate hardware & software troubleshooting skills in Microsoft Windows based environment is preferred
- Ability to travel with own vehicle between sites is preferred

Citizenship Requirement N/A**APPLICATION INFORMATION****Application Procedure** Through Employer Website**Cover Letter Required?** Optional**Special Application Instructions****Application Link:**

<https://careerscoopinternen-fgfbrands.icims.com/jobs/19040/it-help-desk-co-op-%28fall-2025%29/job>

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.