Job Posting:170260 - Position: F25 IT System Administrator Co-Op 170260

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 03:47 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
<b> Job Title <b>	F25 IT System Administrator Co-Op 170260
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 System Administrator Co-Op (Fall 2025)
Job ID: 2025-19550
Get ready for a Naan-Traditional placement experience!
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 System Administrator 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 servers, desktop PC's, notebooks, tablets, cell phones, maintenance and software applications including Antivirus, PRTG Monitoring and 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
•Troubleshoot/Assist Team members with login/account related issues
•Monitor PRTG Alerts and work with System & Network Administrator for timely resolutions
In compliance with Ontario's Bill 190, we confirm that this posting represents a current, existing vacancy within our organization.

Job Requirements

Key Qualifications

• Post-secondary education in Computer Science or related studies

•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 learn quickly and adapt to a fast-paced environment

•Work cooperatively with other team members to resolve complex problems

•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/19550/it-system-administrator-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.