

**Job Title: IT Cloud Administrator Junior Administrator/Contractor**

Location: Ontario, Canada (Remote/On-site as needed)

Company: Hawki IT



**About Us:**

At Hawki IT, we pride ourselves on delivering precision, agility, and vision in managed IT services, security, and cloud infrastructure solutions. Our team is dedicated to making technology simple and effective for our clients, empowering them to focus on their business growth. We are looking for an ambitious, proactive IT Junior Consultant (Contractor) who embodies our values and is eager to grow with us.

**Position Overview:**

We're seeking a self-motivated, dynamic **Junior IT Cloud Administrator (Contractor)** based in Ontario. The ideal candidate is passionate about technology, skilled in IT fundamentals, and able to communicate effectively with non-technical clients in a friendly, professional manner. You should also be able to travel locally as needed, requiring a valid driver's license.

**Key Responsibilities:**

- Provide IT support and consulting to small and medium-sized businesses, focusing on managed services, cloud infrastructure, and security solutions.
- Communicate technical solutions in an approachable, clear manner to clients and non-technical stakeholders.
- Diagnose, troubleshoot, and resolve IT issues across various hardware, software, and network environments.
- Assist in deploying cloud-based solutions and ensuring smooth transitions for clients.
- Collaborate with senior team members to implement IT strategies that meet clients' business needs.
- Maintain detailed documentation of work performed and client communications.

**Requirements:**

- Based in Ontario, with the ability to travel locally as required.
- Professional proficiency in English, both spoken and written.
- **1 to 3 years of experience** in IT support, consulting, or managed services (internships and co-op experiences included).
- Strong foundational knowledge of IT systems, including hardware, software, networking, Microsoft, Azure, and overall cloud technologies.



- Ability to translate complex technical concepts into simple, understandable language.
- Excellent client service skills with a friendly, patient demeanor.
- Ability to manage time efficiently and juggle multiple projects.
- Valid Ontario driver's license.

**Preferred Qualifications:**

- Some experience with IT managed services or working with small/medium businesses.
- Knowledge of cloud platforms and cybersecurity solutions.
- Relevant IT certifications (e.g., CompTIA A+, Network+, Microsoft Certified).

**Compensation:**

- Full-time salary: \$45,000 - \$55,000 CAD annually, depending on experience, with potential to transition to full-time.

**Why Hawki IT?**

- Be part of a fast-growing IT company that values agility, precision, and client-focused solutions.
- Opportunities for growth, learning, and advancement within the organization.
- A supportive team that fosters professional and personal development.

**To Apply:**

Send your resume and a cover letter detailing your experience and why you're a fit for this role to <https://www.hawkiit.com.careers>

Email: [hello@hawkiit.com](mailto:hello@hawkiit.com)

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