



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jul 03, 2024

Published : Jun 03, 2024

Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Fullscript is making optimal care easy for everyone. Through our care delivery platform, health practitioners can seamlessly design personalized health plans, provide support and education tools, and effortlessly prescribe and manage the use of healthcare's best supplements — all in one place. Since 2011, Fullscript has enabled over 90,000 practitioners to deliver care and has helped more than 5.5 MIL patients follow a path to wellness. And we are just getting started.

Come build a healthier future with us.

At Fullscript, our IT team ensures that our infrastructure supports and enhances the experience for our internal customer. We are currently looking for an experienced IT Administrator III to join our remote team across Canada or the US. As an IT Administrator III, you will be instrumental in managing and enhancing our IT infrastructure to support our growing needs. This role requires a deep understanding of identity management systems, device management, and infrastructure as code, with a focus on maintaining high availability and security.

What you'll do:

- System Management: Administer and oversee our identity management solutions using Okta, ensuring secure and efficient access controls across the organization.
- Device Configuration: Utilize internal MDM tools to manage and configure company devices, ensuring they meet our internal standards and security requirements.
- Scripting and Automation: Develop scripts to automate routine tasks, enhance system functionality, and integrate various platforms.
- AI Implementation: Champion the integration and utilization of AI technologies within the business, identifying innovative ways to leverage the latest advancements to enhance business operations and decision-making.
- Infrastructure as Code: Employ Terraform to manage infrastructure, aiming for scalable, repeatable, and reliable systems.
- Troubleshooting and Support: Provide high-level technical support, troubleshoot complex issues, and maintain documentation of systems and processes.
- Security and Compliance: Implement and maintain security policies and procedures, ensuring all systems are secure against cybersecurity threats.
- Project Management: Lead IT projects from conception to execution, ensuring they align with strategic objectives and are delivered on time.
- Participate in a rotating on-call schedule.

What you bring to the table:

- At least 5 years of experience in IT administration, with specific expertise in Okta, Jamf, and scripting in various coding languages. Experience with Terraform is highly desirable.
- You're a subject matter expert with either macOS or Windows machines (or both!).
- Strong organizational skills, and love to take initiative.
- You're willing to step out of your comfort zone to learn new things to support our team.

**Our Wherever You Work Well philosophy means Fullscript teammates get to pick their own office — whether that's in-office, at home, or a bit of both ☺☺*

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
