



## INFORMATION SYSTEMS ANALYST

Aagent Energy Advisors is a progressive consulting company providing analysis and support services to large buyers of energy. As a knowledge-based company, we depend on efficient, reliable information systems to support our business. We are looking for a capable, resourceful, and motivated Information Systems Analyst to keep our systems and processes operating at peak efficiency and to provide support to users inside and outside our company.

Aagent offers competitive compensation including a transit subsidy, a professional work environment and flexible working hours, and the opportunity for growth.

This position ideally suits a **graduate of a college Information Systems-related program who has 2-3 years work experience** in providing network and desktop support to users in a business environment, and who has the ability and ambition to take on more responsibility and a broader scope of duties.

[Click here to submit an application.](#)

### Duties and Required Qualifications

#### ***Network and Desktop support:***

Ability to provide network and desktop support and troubleshooting in a Windows/Office environment.

- Familiarity with MS Windows XP, Windows 7
- Familiarity with MS Small Business Server 2003/2008
- Advanced knowledge of MS Office, especially Excel and VBA
- Knowledge of VPN and FTP servers
- Knowledge of SharePoint an asset

#### ***Knowledge of common programming languages/environments:***

Ability to develop, test, document, and support custom applications.

- Experience developing VB.Net and C++ applications in Visual Studio
- Experience with object-oriented (Java) programming in Eclipse
- Experience with parsing and extracting information from XML files
- Familiarity with webservice

**Website support:**

Ability to maintain web content and functionality on the corporate website

- Familiarity with HTML
- Knowledge of Dreamweaver, Macromedia Contribute or similar applications

**Database support:**

Ability to develop, test, document, and support custom databases.

- Knowledge of database design, architecture and functionality
- Experience with database maintenance and administration
- Experience with MS Access or SQL

**Communication skills:**

Above average ability to communicate orally and in writing.

- Experience in writing documentation and user guides for a non-technical audience
- Experience in providing user support
- Experience in working collaboratively with external service providers to resolve technical issues

To apply for this position, send an e-mail to [jvoss@aegent.ca](mailto:jvoss@aegent.ca) and include Information Systems Analyst in the subject line. Attach your resume. Please no phone calls.