



## JOB OPPORTUNITY

### Technology Adoption Support

**JOB ID:** OVHHire14  
**STATUS:** Contract, Full-time  
**LOCATION:** Peterborough, ON  
**SALARY RANGE:** \$19-22/hr; Wage commensurate with experience

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Cambium Inc. is a successful consulting and engineering company built on quality people doing quality work in a rewarding environment. It's our team that makes us unique.

We are currently seeking a **Technology Adoption Support** with a wide variety of experience to join our team in Peterborough. The successful candidate will assist our Information & Communications Technology (ICT) Specialist in day-to-day activities and provide support on improvement initiatives.

#### JOB DUTIES

- Assist with ICT support for all Cambium service lines, as directed.
- Support logistics associated with the successful launch of Microsoft 365 applications within the company including implementation, migration, training, and maintenance.
- In addition to Microsoft 365, support Cambium staff in rolling out and adopting new technology across all other company provided platforms, devices, and custom programming initiatives.
- Create and deliver user-friendly training materials specific to Cambium needs in written and video formats.
- Develop and deliver ongoing staff reminders to promote increased awareness and benefits of new technologies.
- Maintain digital files related to Cambium's ICT systems; ensure prompt filing of receipts, reports, and correspondence.
- Escalate issues that are of higher difficulty to the next tier of support with a strong understanding of time management and efficiency.
- Assist with the maintenance of inventory and asset tracking systems for computer hardware and cellphones.
- Offer suggestions and improvements for processes, policies, and best practices.
- Occasional travel to Kingston, Barrie, and Oshawa offices as required.
- Other duties as required or directed.

#### QUALIFICATIONS

- 1-3 years of experience in a computer sciences or ICT capacity preferred
- A post-secondary education in Computer Sciences and valid and current Microsoft Certification(s) is preferred.
- Strong writing skills, including proper spelling, grammar, and punctuation.



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- Superior time management skills, multitasking skills, and the ability to prioritize tasks.
- Sound and independent judgment, reasoning, and discretion.
- Ability to interpret and implement company policies and procedures.
- Resourcefulness and flexibility.
- Strong verbal skills to communicate with all levels of staff.
- Excellent verbal and written communication skills with fluency in English
- Valid Driver's License and access to a reliable vehicle

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you're interested, send us some information that helps us understand how you are the right fit for this role and our team. Kindly forward your documents, in electronic format only, to [hr@cambium-inc.com](mailto:hr@cambium-inc.com).

#### WHY CAMBIUM?

Our team is different. From camping trips and movie nights to company ball-hockey tournaments in the parking lot, our team likes to have a good time together. When we cannot be together, we continue to maintain our team's bond, through activities such as photo contests, shout-outs of appreciation and care packages.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum of 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <https://cambium-inc.com/careers/>