

Job Posting

POSITION:

IT Technician and Software Developer, Full Time

LOCATION:

Edmonton, Alberta

THE COMPANY:

Established in 2002, Ecoventure Inc. is a leading environmental consulting company focused on providing Canada's Oil and Gas, commercial and industrial, developers, and government clients with unparalleled service. From pre-disturbance planning and environmental monitoring to decommissioning, remediation, and reclamation, at Ecoventure we pride ourselves on providing common sense solutions to complex technical problems. Ecoventure is committed to safety, professional excellence, technical quality, and client satisfaction in everything we do.

What separates Ecoventure from other consulting firms is that employees gain experience through a diversity of training, and project managers see projects through from beginning to end. Ecoventure offers leadership training and embraces individuals who seek to create a career path driven by their strengths and interests. Ecoventure has internally developed a comprehensive web-based project management software system which integrates project status tracking, hours/expense management, budgeting, and file server into a single platform providing our clients unparalleled project visibility and driving internal efficiencies, helping to make Ecoventure an industry leader.

THE POSITION:

As an **IT Technician and Software Developer** you will be responsible for the maintenance, issues, and upgrades to an IT system for 30 plus workstations / people in Ecoventure's Edmonton and Calgary offices as well as programming for updates and maintenance of the web-based project management platform. This role will provide you with excellent technical challenges and an opportunity to work with our contract programmer to assist with the upgrades and system improvements. A motivated individual is required who boasts a broad range of IT support capabilities, is able to support a wide-range of software, hardware, windows platforms and is familiar with Linux. The winning candidate will need to be self-sufficient and a conscientious decision maker.

Key Responsibilities to include:

- Must have solid IT experience with the ability to troubleshoot and resolve most problems/ questions that arise.
- Must be able to recognize problem issues that require escalation or affect multiple users and work with management to prioritize and solve quickly.
- Responsible for implementing measures to detect and prevent intrusions and loss of data.
- Be responsible for the purchase, set-up, and maintenance of all workstations and related equipment.
- Review current software and hardware systems and work with management to develop an IT budget and implement corporate updates to the system.
- Responsible for updates and maintenance of corporate websites, currently in WordPress.
- Work with Senior Management and a senior contract programmer to maintain web-based software system and file server including developing and implementing a plan for system updates and improvements.
- Programming requirements: PHP and JavaScript, HTML and CSS, MySQL
- Provide recommendations and support for field staff in further transitioning to technology based field data collection.
- Strong organizational and prioritizing skills.

- Enforce corporate IT security policies, standards and guidelines, working very closely with our contract programmer responsible for corporate IT security governance.
- Cloud infrastructure and virtualization technologies knowledge and experience are desirable.
- Supervision of third-party contractors performing IT-related installations or maintenance may be required.

The individual's strengths, experience and preference will be considered and allocated appropriately.

THE INDIVIDUAL:

Experience and Skills:

- Post-Secondary Degree in Information Technology preferred.
- Technical certifications will be considered.
- 3-5 years experience in a technical support role OR an appropriate combination of education and experience is required.
- Advanced knowledge of Microsoft windows 10, Office 2013 and 365.
- Experience with additional software such as AutoCAD, Adobe, and database systems are considered assets.
- Basic knowledge of Linux server operating systems an asset.
- Advanced technical troubleshooting skills.
- High level of ethics and integrity is essential.
- Advanced knowledge of implementation, configuration, and upgrading of computer hardware, software, and peripherals.
- Capable of contributing in a team environment, and be competent working independently.
- Strong organization skills with the ability to comfortably manage a changing workload.
- Excellent oral and written English language skills.
- Solid knowledge of Information Security practices and access provisioning.
- Broad knowledge in maintenance of an IT platform and the applications relevant to a professional service environment.
- Team player with a strong desire to learn, grow and to contribute as a member of a growing company.

APPLICATION:

We are committed to employment equality and encourage applications from all qualified career seekers. Interested and qualified applicants should submit a Cover Letter, Resume and References to the contact below. Please ensure all applications are concise and highlight qualifications as related to the responsibilities above.

Thank you very much for your time and consideration in providing your resume to Ecoventure, however only the perspective candidates will be contacted for an interview.

APPLICATION DEADLINE:

Application deadline for consideration is February 14th, 2018.

Contact: edmonton@ecoventure.ca



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