



Calibre Mining Corporation is engaged in the exploration and development of the Valentine Gold Mine located in the central region of Newfoundland and Labrador. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province. Calibre is a public corporation (TSX:CXB) headquartered in Vancouver, British Columbia with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at [www.calibremining.com](http://www.calibremining.com)

Calibre is currently inviting applications for an **IT Specialist** to join our growing team as the company transitions from mine construction to mine operations.

## **IT Specialist**

The IT Specialist will be responsible for managing, supporting, and troubleshooting an organization's technology infrastructure and applications. This role involves providing technical assistance to staff, managing software and hardware systems, and ensuring that IT services are available, secure, and up-to-date. The ideal candidate is highly skilled in IT problem-solving, customer service, and has a strong understanding of network and software management.

This position manages the information technology system of an organization including computer systems, corporate data and internal networks. An IT Specialist is responsible for IT-related infrastructure and development. Their duties can include building, managing and monitoring a company's IT system, troubleshooting errors, and updating and upgrading hardware and software.

### **Accountabilities/Responsibilities:**

- **Technical Support**
  - Provide technical assistance and support to end-users for hardware, software, and network-related issues.
  - Troubleshoot and resolve issues in a timely manner, escalating more complex issues as necessary.
  - Set up, configure, and maintain computer systems, mobile devices, and peripherals.
- **System & Network Administration**
  - Maintain and administer servers, networks, firewalls, and other infrastructure.
  - Monitor system performance, manage backups, and ensure network security and integrity.
  - Implement and manage network access controls, security protocols, and antivirus software.
- **Software and Hardware Management**
  - Install, configure, and update software and hardware, ensuring compatibility with organizational needs.

- Maintain an inventory of equipment, software licenses, and support documentation.
- Coordinate and manage IT assets, ensuring effective lifecycle management.
- **IT Security and Compliance**
  - Implement security protocols, monitor for potential risks, and respond to security incidents.
  - Ensure compliance with data protection regulations and company policies.
  - Educate employees on security best practices and conduct regular security audits.
- **Project Management**
  - Assist in planning and executing IT projects, such as network upgrades, software rollouts, and infrastructure changes.
  - Collaborate with other departments to understand and support their IT needs.
  - Document changes, project progress, and provide regular updates to stakeholders.
- Perform other duties as assigned.

**Education and Experience:**

- Post secondary education in Information Technology or related field; or a significant amount of related experience in a similar IT role is preferred.
- Minimum High School Diploma or equivalent.
- 3-5 years' experience in IT support, network administration, or a similar role is required.
- Certifications: CompTIA A+, Network+, Security+, Microsoft Certified Professional (MCP), or similar certifications are preferred.
- Experience working in a remote site is an asset.

**Skills and Knowledge:**

- **Technical Skills:** Proficient in operating systems (Windows, Mac, Linux), network management, and common software platforms (Microsoft 365, Google Workspace).
- **Problem-Solving:** Ability to troubleshoot and resolve technical issues effectively.
- **Communication:** Strong interpersonal and communication skills for clear support and guidance to users.
- **Project Management:** Experience managing or supporting IT projects.
- Ability to work both independently and as part of a team.
- Willingness to work outside regular hours if needed, including occasional on-call support.
- Ability to work in a team environment or independently.
- A valid driver license and a driver's abstract.

Calibre is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees. Calibre reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Calibre will review all applications; however, we will only contact those candidates who best fit the requirements.

To apply for this position, please do so by clicking on the following URL link: [Careers](#)

**Job ID 1258**

**Deadline to apply: Sunday, December 1, 2024**