



## NETWORK & SYSTEMS ADMINISTRATOR

### Position Overview:

Position Title:	Network & Systems Administrator
Date Posted:	February 8, 2010
Closing Date:	March 15, 2010
Department:	IT
Job Type:	Full time
Location(s):	Calgary
Experience:	3 – 5 years related experience
Minimum Education:	Post Secondary in Computer Science, IT
Salary:	Commensurate with experience

### Company Overview:

Zedi Inc. (TSX VENTURE: ZED) specializes in the end-to-end management of oil and gas production operations. Zedi arms producers from the field to head office with accurate, timely and centralized data to help them make better business decisions. Using technology to gather highly accurate data from well sites, Zedi automatically moves it through critical work processes including web-based field data capture and production accounting systems. Zedi technology is continually evolving in the control and optimization of wells to ensure maximum production and cost reduction.

For more information about Zedi, please visit us online at [www.zedi.ca](http://www.zedi.ca).

### Key Responsibilities:

We are seeking a Network & Systems Administrator with 3 – 5 years of experience to administer a complex hardware and software infrastructure in a high-technology company environment.

Reporting to the Manager of Information Technology, this position will be responsible for the support of our systems and network infrastructure including implementing, supporting, monitoring and testing of hardware and software. Additional responsibilities include security and communication systems and support of our desktop applications. This position requires an individual with strong customer support skills and willingness to be proactive at recommending improvements to increase reliability, security, and performance of the network infrastructure. Candidates must complete a CPIC (Canadian Police Information Center) check.

- Management of the network infrastructure with respect to tuning, performance, capacity planning, space management and reorganization, and quality assurance
- Responsible for systems security, passwords, maintenance of standards and operating procedures and work process procedures
- Day to day operation of the ITSM (helpdesk)
- Firewall and Network security administration
- Network and Server monitoring and maintenance
- Install, configure, and maintain client server infrastructure in support of business requirements
- Perform software and hardware upgrades in a Microsoft and Linux environments

## **Qualifications:**

- Post secondary education in Computer Science, IT
- Minimum 3-5 years related experience
- A+ certification or equivalent experience
- Current MCSE or equivalent experience
- Experience with:
  - Microsoft Operating systems
  - Microsoft Office products
  - Microsoft's Great Plains Dynamics
  - SQL2005/2008 and Oracle 10g
  - Exchange 2003/2007SCCM 2007 and MSCOM 2007 or previous versions of SMS
  - Project and Portfolio Server 2007
  - Linux or Unix
  - SharePoint Server 2007
  - Juniper/Netscreen appliances
  - MS Office Communications Server
  - MS RMS or ISA Server
  - .Net programming
- Strong interpersonal and negotiation skills, including conflict resolution
- Strong ability to influence and deal effectively with people at all levels of an organization
- Excellent verbal and written English communication skills
- Proven ability to work under pressure with multiple priorities and deadlines
- Ability to work in a team environment as well as perform successfully with limited supervision
- Strong problem solving and decision making abilities
- Strong documentation skills

## **To Apply:**

Forward your PDF or Microsoft Word formatted resume in confidence to [careers@zedi.ca](mailto:careers@zedi.ca). Please use the job title as the subject line. We thank all applicants for their interest in Zedi; however only those candidates selected for an interview will be contacted.