



IT Administrator – Project Support Services

Location – Leduc or Calgary, Alberta

Employment Type – Full Time

SWAT Consulting Inc. is a multi-disciplinary environmental consulting firm with offices located in Leduc, Calgary, and Grande Prairie, Alberta. While SWAT specializes in comprehensive spill response, emergency management, emergency preparedness and training, we have also grown a core team of staff focusing on environmental assessment, remediation, reclamation, and liability management to complement our emergency management services.

As a small company, SWAT provides a team focused environment, ample opportunity for on-the-job learning and accelerating career opportunities, and highly competitive compensation and benefits packages. We offer our employees the ability to gain experience across Western Canada, where opportunities arise.

Position Overview

SWAT Consulting Inc. is seeking an ***IT Administrator*** to manage, support, and strategically evolve SWAT's information technology environment. This role is critical in shaping and securing the IT foundation of a growing environmental consulting firm. The IT Administrator will report to the Manager of Project Support Services and work closely with the Director of Operations to support current operations and future planning.

The position can be based out of Leduc or Calgary, Alberta. We currently work with a hybrid model, with an optional split of working from home and working from the office. The position is expected to be 100% office-based with a focus on software and server administration, cyber security, corporate account management, and file systems management. The ideal candidate has 5+ years of experience in an IT professional capacity. This role may require the candidate to be available after-hours and on weekends on an as needed basis to support the overall project team.

Responsibilities

- Administer and maintain servers, networks, endpoints, and cloud-based systems.
- Manage corporate file structures, permissions, backups, and disaster recovery.
- Identify, assess, and mitigate cybersecurity and IT infrastructure risks.
- Conduct IT needs assessments and future-state planning based on company growth.
- Supporting relational database systems
 - Existing experience with EarthSoft's EQuIS or ESRI's ArcGIS Enterprise is an asset.
- Apply working knowledge of coding or scripting languages to support automation.
- Coordinate with vendors and support advanced troubleshooting.
- Perform all assigned training and follow office safety guidelines.
- Perform other duties as assigned.
- Report to the Manager of Project Support Services and communicate workload, as well as opportunities and challenges to ensure our team continues to learn and progress.
- Support the continual development of SWAT's quality control and assurance standards.
- Work with multiple internal projects within scope, budget and schedule while ensuring quality of deliverables.



Qualifications

- Degree or technical diploma in an IT discipline.
- Minimum 5+ years of experience in IT administration.
- Experience with server administration, cybersecurity, and infrastructure support.
- Familiarity with core coding or scripting languages.
- Strong analytical, organizational, and problem-solving skills.
- Ability to think creatively and design the right-sized IT solutions for SWAT.
- Ability to work collaboratively and independently in a team-based environment.
- Strong attention to detail and accuracy, and excellent time management, written and verbal communication skills.
- Critical thinking with a focus on efficient task execution and achievement of project objectives.
- An enthusiastic attitude, ability to multi-task and a passion for consistently delivering high quality work.
- An eagerness to work with a dynamic team and a small growth-oriented company.
- Comfortable working in a fast-paced environment with multiple work activities and concurrently deadlines.
- Computer and software proficiency is required (Microsoft 365, Azure, Adobe, GIS platforms (ESRI), relational databases, cloud storage tools, etc.).
- Must complete and pass pre-employment drug and alcohol testing.

Why You Want to Work Here

SWAT has developed into a team of driven professionals that will do whatever it takes to execute tasks correctly, efficiently, and with integrity for our clients according to our professionally mandated and personal ethics. At SWAT, everyone is encouraged to take risks and to grow and develop into their areas of interest and ability. SWAT supports a diverse work environment, is managed and staffed by professionals, and supports its employee's health and development through comprehensive health benefits, training opportunities, percentage of RRSP matching, and profit-sharing.

Apply to join the SWAT team by submitting your resume with the subject line "**IT Administrator – Project Support Services**" and your cover letter in the email body to careers@swat-ab.ca.

This position will remain open until a suitable candidate has been selected. We thank all applicants in advance for their applications; however, we will only contact individuals selected for interviews.