



IT INFRASTRUCTURE ADMINISTRATOR

Reporting to:	Manager - IT
Department:	Corporate Services
Location:	Calgary, Alberta
Posting Number:	PXT20240222

Why work at Parex Resources Inc.?

The Parex team is always looking to add top talent to our organization who share our values and bring capabilities to deliver our business safely and with integrity aligned with our Environmental Social & Governance (ESG) commitments in the areas where we operate.

Parex Resources is a publicly-traded exploration and production company. With its headquarters in Calgary, Canada, and its operations in Colombia, the company has an over 10-year history of delivering shareholder value. Highly profitable, the company possesses a strong balance sheet and is extremely well positioned to continue growing organically.

As we shape the Parex story, we are grounded in making the right decisions for all stakeholders, including the communities where we live and work, environmental stewardship, our employees and investors. This includes a robust Total Rewards package for all of our employees, to ensure that we continue to attract and retain top talent. Be part of an exciting and growing team that continues to exceed expectations and transform to keep pace with the ever-changing global industry.

How do you fit in?

The IT Infrastructure Administrator is a strong team player with an enterprise background, focused on Microsoft Azure, O365, Windows, Virtualization, Active Directory (AD), Storage and backups. The successful candidate will understand and appreciate the need for process, change control, and infrastructure stability. Responsibilities include but are not limited to system administration, systems design, implementation, upgrades and maintenance of Parex's IT Infrastructure.

What you will do:

- Deploy, configure, and manage Azure virtual machines, virtual networks, and other Azure services.
- Monitor Azure resources and performance to ensure scalability, efficiency, and cost effectiveness.
- Implement and manage Azure storage solutions, including blob storage, file storage, and Azure Disk Storage.
- Configure and maintain Azure Active Directory, including user management, group policies, and access controls.
- Implement security best practices and policies for Azure resources, including network security groups, Azure Security Center, and Azure Firewall.
- Monitor and respond to security threats and vulnerabilities in the Azure environment.
- Ensure compliance with industry standards and regulatory requirements related to data security and privacy.
- Design and implement backup and disaster recovery solutions for Azure services and workloads.
- Conduct regular backups, testing, and validation of disaster recovery plans to ensure business continuity.
- Provide technical support and troubleshooting for Azure-related issues, including performance degradation, connectivity issues, and service interruptions.

- Collaborate with cross-functional teams to resolve complex technical issues and optimize Azure infrastructure.
- Document Azure configurations, procedures, and best practices.
- Provide training and knowledge transfer to IT staff and end users on Azure administration and best practices.
- Automate common tasks through PowerShell.
- Develop and maintain comprehensive documentation regarding IT server and storage infrastructure.
- Plan and architect IT Infrastructure, ensuring scalability, reliability, and performance.
- Plan, deploy, and maintain Group Policy settings.
- Sustain and enhance MS365 services (Teams, SharePoint, Exchange Online).
- Document systems, configurations, and network diagrams to ensure clear understanding and maintenance of the environment.
- Detect, diagnose, report, and resolve hardware and Operating System (OS) problems related to Windows servers, storage and backups.
- Follow company standard processes including Change Management, Incident Management, and Project Management methodologies.
- Provide after-hours support as required.

What you must have:

Education:

- Completion of a relevant Bachelor's degree or diploma program at an accredited educational institution, with a minimum of 10 years' related experience which includes system administration, systems design, implementation, documentation, infrastructure merger/migration projects, troubleshooting and resolving hardware, software and network connectivity issues in an end user environment.

Technical Skills:

- Windows Server; Azure; Nutanix; Storage Systems, Veeam, Wasabi; Exchange; O365; SharePoint; SQL Server; System Center Configuration Manager (SCCM); inTune

Knowledge & Experience:

- Experience in Microsoft infrastructure and related technologies.
- Strong knowledge of backup technologies and concepts.
- Excellent communication skills, verbal and written.
- Ability to easily translate and articulate complex requirements.
- Superior time management skills, multi-tasking skills, and the ability to prioritize tasks with minimal supervision.
- Upstream Oil & Gas experience is preferred.

Where you'll be working:

This position is located in our Corporate Headquarters at 2700 Eighth Ave Place, West Tower in Calgary, Alberta T2P 1G1, Canada.

Ready to join our team?

Please apply via the posting on [LinkedIn](#).

Posting Closes: March 23, 2024

We appreciate your interest in working with us, however, only those applicants selected for interviews will be contacted.