
SENIOR SYSTEMS ANALYST

The Canadian Association of Petroleum Producers (CAPP) is the voice of Canada's upstream oil and natural gas industry. CAPP's member companies and associate members are a solution-oriented partner to the world's needs for affordable, responsibly produced, safe and secure energy.

CAPP's member companies produce about 80 percent of Canada's oil and natural gas and contribute over \$100 billion to Canada's gross domestic product while supporting almost 525,000 jobs across the country. CAPP recognizes the importance of delivering reliable, affordable, responsibly produced energy with exemplary environmental, social and governance standards, including managing the risk of climate change.

CAPP's mission is to advocate for and enable economic competitiveness, with environmentally and socially responsible performance and is dedicated to advancing reconciliation with Indigenous peoples. CAPP is committed to ensuring Canada is positioned to help meet global climate commitments as the supplier of choice in a world that demands a lower carbon energy future. CAPP's work is carried out through a variety of specialized policy and technical groups supported by CAPP staff, CAPP members and subject matter experts.

CAPP is seeking a Senior Systems Analyst. This is a full-time permanent position located in Calgary, Alberta and reports to the Manager, Information Systems and Services.

Position Summary

CAPP is seeking a talented and experienced Senior Systems Analyst with a strong background in LAN operations, cloud services, and working knowledge of WordPress services for our cross-Canada operations. The successful candidate will be responsible for maintaining and optimizing our technical infrastructure, including after-hours support and on-call duties.

Responsibilities

- Manage LAN infrastructure, such as switches, routers, firewalls, and access points
- Administer Azure Active Directory, Azure Storage, Azure SQL, Microsoft Power Platform, M 365, Windows 365 Cloud Desktop, Azure Virtual Machines, Microsoft Intune, SharePoint Online, Exchange Online, MS Teams, MS Teams Rooms and Calling
- Troubleshoot and resolve complex network and cloud service issues
- Deploy Microsoft Surface Devices and Android based smart phones
- Support MS Teams Capable Hardware
- Provide technical guidance and support to other team members and departments

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- Assist with WordPress, Dynamics 365 (Customer Service, Marketing and Business Central) as needed.
- Participate in after-hours support and on-call duties shared with fellow team members.

Qualifications and Experience

- Bachelor's degree in Computer Science or related field
- 5+ years of experience in network administration, cloud services
- Proficiency in LAN operations, Azure services, and working knowledge of WordPress
- Familiarity with Microsoft Dynamics 365, Customer Service, Marketing and Business Central is a plus

Personal Skills and Qualities

- Strong analytical, problem-solving, and communication skills
- Team player, quick learner, and adaptable to changing demands
- A self-starter who takes initiative with minimal supervision and has excellent interpersonal and collaboration skills
- Excellent verbal and written communication skills
- Demonstrated ability to work independently and as part of a team
- Ability to multitask and manage multiple priorities in a fast-paced environment
- Strong problem-solving and analytical skills
- Excellent organizational skills

What We Offer

- Competitive salary and benefits package
- Collaborative and supportive work environment, with a focus on professional development
- Commitment to work-life balance and employee wellness

To Apply

Please send your cover letter and resume in confidence to jobs@capp.ca by April 28, 2023 with "Senior Systems Analyst" in the subject line. We thank all who apply; however, only candidates selected for an interview will be contacted.