



## SYSTEM ADMINISTRATOR

Collicutt Energy Services is a solutions-driven engine company supporting customers across multiple industries. We rely on secure, reliable technology to keep our operations running efficiently, and we're looking for an experienced IT professional who enjoys taking ownership of systems and continuously improving the environment.

We are currently seeking a **Systems Administrator** to join our **Information Technology team** in **Red Deer, Alberta**. This role is responsible for the stability, security, and operational health of our core IT infrastructure. You'll spend less time on front-line help desk requests and more time managing servers, infrastructure, backups, security, and system reliability while providing Tier 2/3 technical support when required.

### What's in it for you?

- Competitive compensation
- Comprehensive group benefits
- RRSP matching program
- Stable, growing organization
- Opportunity to take ownership of core infrastructure
- Diverse technology environment
- Collaborative, team-oriented culture

### What you'll be doing

- Install, configure, monitor, and maintain Windows Server and infrastructure systems
- Manage system backups, disaster recovery, patching, and preventative maintenance
- Monitor system performance, identify risks, and proactively resolve issues before they impact operations
- Administer user accounts, permissions, and identity/access management
- Support cybersecurity initiatives including MFA, authentication, and security controls
- Provide Tier 2 and Tier 3 technical support for complex infrastructure issues
- Maintain system documentation, standards, and operational procedures
- Work closely with the IT Manager and external vendors to improve system performance and reliability

### What you bring

#### Required

- Post-secondary education in Information Technology or equivalent experience
- Experience administering Windows Server environments and virtual infrastructure
- Strong understanding of backup, recovery, and disaster recovery processes
- Experience with system security, patch management, and infrastructure maintenance
- Knowledge of Active Directory, user account administration, and access management
- Strong troubleshooting, analytical, and problem-solving skills
- Excellent written and verbal communication skills
- Ability to work independently and take ownership of assigned systems

#### Preferred

- Experience supporting virtualization environments



- Experience with cybersecurity best practices, MFA, and access control
- Experience documenting IT infrastructure and standard operating procedures
- Experience working with Microsoft 365 and enterprise business systems

#### **Professional Capabilities**

- Highly organized with excellent attention to detail
- Proactive approach to identifying and mitigating system risks
- Strong sense of accountability and ownership
- Ability to prioritize multiple tasks in a changing environment
- Commitment to continuous improvement and learning

#### **Work Environment**

- Office-based position located in Red Deer
- Primarily infrastructure and systems administration
- Occasional after-hours maintenance or emergency support as required
- Collaborative work with internal departments and external technology vendors

#### **How to Apply**

Submit your resume to [hr@collicutt.com](mailto:hr@collicutt.com) with **Systems Administrator** in the subject line.