



Junior IT Support

Cardinal Energy has a full-time opportunity for a **Junior IT Support** professional. The successful candidate will be a part of a team, which provides helpdesk/desktop support to our Calgary head office as well as our field locations. There is opportunity to expand this role once the successful candidate is comfortable with their primary job duties.

Key responsibilities

- Respond to queries in person, email and phone
- Documenting solutions and procedures
- Provide technical assistance for questions and problems
- Install troubleshoot and maintain desktops, laptops, phones, mobile devices, printers and plotters.
- Diagnosing system errors and other issues
- Install and configure software
- Testing new hardware and software
- Follow up with clients to ensure full resolution of issues.

Preferred skills

- 1-3 years experience in the IT field
- Any IT certification is an asset
- Microsoft Windows operating system
- Excellent communication skills and strong work ethic
- Strong problem solving and understanding of IT networks
- Positive interpersonal skills

For more information on Cardinal Energy Ltd. please see our website at www.cardinalenergy.ca

Interested candidates should forward their resume to info@cardinalenergy.ca

We thank you for your interest; however, only those applicants requested for an interview will be contacted.