actenum

You are an experienced Systems Administrator who has a passion for learning DevOps and is striving to become a DevOps Engineer. Come grow with us. Actenum is a small, agile, collaborative, and innovative company where you will have opportunities to learn, upskill, and develop your career.

What would you do in this role?

The Systems Administrator role is part of the Product Development and Operations team. You will handle the lifecycle of incidents, and proactive monitoring of our product systems and environments. You'll collaborate with Software Engineers, QA Engineers, and the Customer Service/Support team to resolve day-to-day incidents and problems related to the Actenum product environments and Actenum IT and cloud infrastructure.

You will also focus on improving the efficiency of our internal IT and cloud infrastructure, as well as performing technical services work for internal and external customers. You must have strong analysis and troubleshooting skills, with experience managing enterprise class applications and infrastructure.

What would be expected of you?

To be successful in this role, you will need to fit into a small team environment. You must also be a proactive and independent thinker, able to take ownership of tasks with little supervision, while collaborating with others. Your responsibilities will be to:

- Resolve daily incidents and problems escalated by various teams and system alerts
- Participate in day-to-day operations and maintenance of our internal IT and product development infrastructure (Google Workspace, Office 365, AWS and Azure services)
- Manage and maintain various Azure SaaS Cloud Services such as Azure AD and Azure SQL
- Manage and maintain various AWS SaaS Cloud Services such as ECR, RDS, and ECS and set up appropriate security using IAM
- Provision environments using Infrastructure as Code (Terraform)
- Optimize Azure/AWS build outs for cost/performance (VM optimization, reserved instances, etc.)
- Manage and maintain various subscription services such as Google Workspace, Office 365, JIRA, Bitbucket, Zendesk, etc. including onboarding and offboarding employees
- Make recommendations of processes and technologies that will improve efficiency and effectiveness of the team
- Resolve escalated technical product and IT inquiries from the Support and Services team, related to AD, SSO, SAML, SSL, Certificates, etc.
- Maintain/setup and manage the CI/CD system (currently Bamboo, moving to Jenkins)

- Recommend, develop, plan, manage, implement, and fully document IT projects
- Propose and implement backup and security best practices

What skills and experience do you need?

You must have a good understanding of a System Administrator role that spans monitoring and troubleshooting services, ranging from Google Workspace and Office 365 to cloud services offered by AWS and Azure. As well you need:

- Bachelor's degree from an accredited college or university or a certificate from a technical training institute
- 5+ years experience as a Sr. System Administrator, supporting/managing production systems in virtual server environments
- Recent experience working with cloud computing, storage, network and security services provided by AWS and AZURE
- Hands-on technical experience with building and managing release systems, environment promotion, and CI/CD workflows and tools (Bamboo and Jenkins)
- Hands-on experience with automated provisioning using Infrastructure as Code (IaC) configuration management for infrastructure and applications
- Strong foundational IT infrastructure knowledge, such as: performing backups, upgrading, and patching, performance tuning, monitoring, alerting, deployments, and disaster recovery
- Experience with containerization solutions (Docker, docker-compose, etc.)
- Experience conducting base-level security review of an environment
- The ability to multi-task and work across a range of projects and issues with various timelines and priorities
- Strong scripting experience preferred (PowerShell, Python, etc.)
- Experience in Agile / Scrum methodologies
- Very detail-oriented in planning, implementation, documentation, and follow-up
- Strong verbal and written communication skills
- Flexibility with work schedules

Job Location

You may work from anywhere in Canada (although BC and Alberta are preferred because of coordination requirements with the rest of the team). Remote work (from home) is expected, although we do have an office in Vancouver where you may work.

Why work for Actenum?

Your work will contribute to innovative products that provide high value to our customers.

- We have a casual, flexible, and agile work environment.

![actenum logo]

- You will enjoy the benefits and opportunities of a long-established, growing company, without the risks and high-pressure of a startup.
- You'll be able to take advantage of our generous company holiday policies (Christmas through to New Year is a company holiday, for example).
- Our team is highly collaborative, and you'll have the opportunity to visit Vancouver for team meetings (if you are working remotely from another city in Canada).

Contact us

If you are interested in this position and believe that you possess the required skills and experience outlined above, please send a copy of your resume, together with a cover letter describing your goals and interests, to: info@actenum.com.

Please note that we carefully review each application that we receive, but we will only contact you if we would like to interview you.

About Actenum Corporation

Actenum Corporation develops advanced software for scheduling operations. Our products create shareholder value for our customers by increasing operational efficiency, reducing cycle times, and improving collaboration within project teams. We combine deep knowledge of optimization and up-stream scheduling best practices to provide tangible improvements to drilling program productivity.

We offer a challenging and dynamic environment where you can bring your skills and experience to bear on important issues facing major oil & gas organizations. We put a premium on delivering innovative and quality solutions, while having fun doing it.