

## Information Technology Specialist

Cancarb is a leader in the development, manufacture, and global marketing of medium thermal carbon black. With a capacity of 54,000 metric tonnes per year, our plant in Medicine Hat, Alberta, Canada is the world's largest of its kind. Consistent with our commitment to environmental responsibility, our plant is combined with a waste heat power generating facility. The company's Thermax® brand products are supported by local distributors in 44 countries.

We are looking for talented people who have energy for change, can build relationships, and deliver sustainable results.

### Responsibilities:

Reporting to the Director, Corporate Services, the IT Specialist manages and provides hardware and software maintenance, training and consultation, and recommendations about future planning and development of resources. The IT specialist assumes responsibility for providing these services in an effective and efficient manner to ensure maximum access to technology services and resources.

### Qualifications:

- Minimum 8 years of progressive, related experience required.
- College or university graduates preferred.
- Strong analytical and problem-solving skills combined with a keen attention to detail.
- Ability to effectively operate in a growing and changing team environment under tight deadlines.
- Excellent interpersonal communication skills.
- Experience with ERP systems and associated third party software. Microsoft D365 experience considered an asset.

### This position requires candidates to:

- Manage all IT infrastructure across the organization, including hardware, software, networks, and telecommunications systems.
- Provide support for the Company ERP and associated third party software.
- Creating system generated reports that support company objectives.
- Plan and lead system upgrades, infrastructure changes, and technology rollouts.
- Ensure network and data security through effective controls, monitoring, and compliance practices.
- Serve as the company's point of contact for external IT vendors, ensuring efficient support and seamless integration.
- Coordinate support and troubleshoot desktop and server environments, including backup systems, cybersecurity protection, and network integrity.
- Manage user access license renewals, procurement of IT assets, and inventory tracking.
- Provide hands-on support to all departments, including help desk services and training for new users.
- Collaborate with corporate leadership to align IT initiatives with strategic business goals.
- Maintain an expert-level understanding of emerging technologies and translate that into actionable recommendations.

Those who satisfy the above requirements and are interested in applying for this position are invited to send their resume, quoting **"IT Specialist"** to **recruitment@cancarb.com**, by Friday July 11<sup>th</sup>, 2025

Thank you for your interest. Only candidates considered for an interview will be contacted.