



ROLE: DATA & GIS ADMINISTRATOR

Reporting directly to our Senior Geologist, the Data & GIS Administrator will be supporting the implementation and maintenance of end-to-end Data (from acquisition through processing to storage) and GIS solutions for the Exploration Department while working as part of a dynamic team of geoscientists and staff in Gander and St John's Newfoundland & Labrador. Candidates can send a detailed resume and cover letter to nryan@exploits.gold

Primary Responsibilities

- Management of all database and GIS desktop and cloud-based applications in support of exploration activities;
- Manage the QAQC for any and all data acquired related to Company exploration projects as the Lead technical reviewer, noting this includes any data to be provided to a third-party to support project reporting and or related engineering reports;
- Manage the data flow with exploration staff in order to ensure the correct integration of spatial and non-spatial datasets for both point and vector data;
- Manage all data on the Company servers through the establishment of procedural policies and standards (ie – folder structure and file naming) that will guide exploration staff in the proper acquisition and capturing of data, subsequent production of information from data, importance of proper data integration, and the role of data management in exploration projects;
- Maintain data management and all exploration software platforms while ensuring full support of exploration staff (and contractors) as required;
- Prepare training materials and tutorials as required to support exploration staff;
- Aid in the preparation of materials to be used for marketing purposes of exploration results including but not limited to news releases, brochures, poster displays and websites;
- And other duties as assigned.

Skills, Knowledge, Qualifications and Experience

- A minimum bachelor's degree in Geology, Geological Engineering, or Earth Science from a recognized university; however, a diploma certificate from an accredited GIS program at a College will also be considered;
- Strong problem-solving and troubleshooting skills, strong attention to detail and strong analytical skills;
- An ability to communicate and work effectively with other employees and contractors using tact, courtesy, and good judgment;
- Must have a background understanding of exploration workflows including but not limited to geological mapping, surficial geochemical sampling, geophysical data capture (ground and airborne), core logging, drafting, analytical laboratory analysis/metadata, and QAQC;

- Should have an understanding of SQL Server and proficiency in T-SQL, Python, ESRI ArcGIS, Target for ArcGIS (Geosoft), Leapfrog Geo/Edge (and or another 3D modeling software such as GEMS), MX Deposit (or another data management platform such as acquire), and SQL databases, as well as be able to use all Microsoft products (Word, Excel, Access, PowerPoint, Project);
- ESRI and/or MS SQL Technical Certifications may be given additional consideration;
- Experience with 3D modeling software packages regarding Mineral Resource estimation would be considered a valuable asset for this role;
- Experience with the preparation of NI 43-101 reports or international equivalents would be considered a valuable asset for this role;
- Minimum 5 to 10 years' experience in database management and GIS roles, ideally related to mineral exploration (Brownfield and Greenfield environments);
- If a candidate is registered as a Qualified Person, meaning either a Professional Geologist or a Professional Engineer, this would be deemed a positive asset for this role;
- And the candidate will demonstrate excellent English oral and written communication skills. The ability to hold conversations and be proficient in written Spanish will be considered an asset for this role.

Travel Requirement

The role would be based either in Gander or St John's Newfoundland & Labrador.

Compensation

The Company offers a competitive salary and benefits program while providing a safe working environment that fosters both personal and professional growth.

Seniority Level

- Entry-level

Industry

- Mining & Metals
- Information Technology

Employment Type

- Full-time

Job Functions

- Information and Technology

Please note that the Company does not accept unsolicited resumes from 3rd party recruitment agencies without a written agreement in place for permanent/contract placements.

Only those able to work in Canada or with official credentials to work in Canada will be accepted.