

Data Archive Technician

Fugro Data Solutions focuses on all aspects of Data Management within the Oil and Gas Industry. The company's solutions span intelligent storage and innovative technologies, and in addition, a broad range of consulting services that enable customers to manage their risk and business decision processes.

Being part of an international organization, we offer solutions to clients, combining technology, expertise and project management that allows us to become a full service, one stop shop for our clients. Our company operates around the world at sea, on land and from the air, using professional, highly specialized staff and advanced technologies and systems. Our group of companies maintains a permanent presence in more than fifty countries and has over two hundred offices employing 13,000 staff.

The **Data Archive Technician** for the NE Calgary office will assume accountability and responsibility for the execution of data sales/archive requests as assigned. This work includes all Tape Copy, both On-Line Archival Tools and knowledge of scanning/digitization. The Data Archive Technician will take direction on prioritizing work loads from the Data Conditioning Team Lead and Senior Data Archive Technicians and will work closely with all members to ensure that all work is completed with the highest commitment to quality and timelines in mind.

Key Accountabilities:

- 1) Assume accountability for Data Conditioning Requests assigned.
- 2) Work with Data Conditioning Team Lead and members to prioritize work.
- 3) This work includes all Tape Copy, both On-Line Archival Tools and knowledge of scanning/digitization.
- 4) Perform all functions of Digitization work. This includes working with all other Fugro OpCo's to ensure that all client expectations are met with the highest degree of quality.
- 5) Assist Team Lead in identifying people, process and systems-related areas for improvement in Archive operations.
- 6) Ensure the quality of all assigned tasks, must follow QC processes.
- 7) Maintain open communications with the Team Lead or Senior Tech's keeping them informed of status and/or issues as required.
- 8) Perform daily maintenance checks on equipment and record.
- 9) Ensure the quality of all assigned tasks following assigned QC processes.
- 10) Maintain open communications with the Team Lead or Senior Tech's keeping them informed of status and/or issues as required.

Qualifications required:

High School Diploma
Exhibit the ability to understand and work with Geophysical data.
Ability to operate any Tape Drive/SCSI Systems.
Good written and verbal communication skills.
Effective numeric skills.
Intermediate computer/ keyboard skills.
Ability to solve complex operational issues

If you are looking for a position which is both challenging and rewarding and that will give you the scope to develop within an internationally renowned provider of information and data management solutions to the oil and gas industry, then we look forward to hearing from you.

Please type Data Archive Technician in the subject line and forward your resume to resumes@fugro-data.ca in either PDF or Microsoft Word format. We thank all applications for their interest in Fugro Data Solutions (Canada) Inc; however only those candidates selected for an interview will be contacted.