

Hycroft Resources & Development, LLC

System Administrator

Hycroft Mining Corporation is a US-based gold and silver mining company, which operates its wholly owned Hycroft open pit, gold and silver mine located an hour southwest of Winnemucca, Nevada.

Job Description

The Systems Administrator is responsible for the performance on a broad variety of tasks that include but not limited to computer systems administration and support tasks that include analyzing, documenting, testing, maintaining, troubleshooting, and supporting of PC hardware, operating systems, software applications, peripherals, and communication devices for the mine site. This may include but is not limited to PC's, Servers, VOIP, Switches, Routers, Telemetry, and Radio Systems. The Systems Administrator will also complete other tasks as assigned by the IS Manager.

Responsibilities

- Installing personal computer systems, images, upgrades, and peripherals.
- Helping support the VOIP Phone System
- Work with Motorola radios; programming and maintaining, performing preventive maintenance on system hardware.
- Setting up and verifying new user accounts.
- Basic troubleshooting of networking necessary.
- User Administration (Active Directory, VPN), Offer daily operations, and systems support to staff
- Learn and support new technologies on an ongoing basis
- Enforces IT policies as it relates to financial systems and takes appropriate course of action.
- Provide Tier I & Tier II help desk support by fielding calls and/or emails and effectively communicate with end users to resolve issues.
- Resolve hardware and software problems expeditiously and with minimum disruption to users and coordinates hardware repairs with vendors.
- Provide support for Microsoft Windows platforms and Microsoft Office suite, performance tuning, trending, and analysis.
- Install, configure, troubleshoot, and maintain desktop/laptop computer images.
- Perform PC deployments of operating systems and software applications using enterprise deployment tools (e.g., MDT, GPO/GPP, scripts, etc.).
- Assist with ongoing operating system and application patch management for corporate devices and applications including desktops, laptops, and mobile devices.
- Managing Ticketing System to prioritize work tasks and responsibilities.
- All other duties as assigned.

Requirements

- Associates degree or 2-4 years of relevant experience
- CompTia A+ or equivalent
- Incident management (break-fix)
- Working knowledge of computer-based networking.
- Excellent organizational and time-management skills and the ability to work independently
- Experience with Windows Scripting, PowerShell, or command line tools (CLI).

- Ability to use logic and reasoning to identify the strengths and weaknesses of alternate solutions, conclusions, or approaches to problems.
- Proven ability to develop constructive and cooperative working relationships with others and maintain them over time.
- Ability to effectively communicate information and ideas to a variety of audiences.

Safety

Expected to wear proper Personal Protective Equipment (PPE) at all times while in a production environment (Hard Hat, Steel Toed Boots and Reflective Visible Clothing/Vest) or as required for the specific job duty. Must be able to wear a respirator to perform specific job duties by utilizing a ½ or full-face respirator. Be alert and observe, correct, and report unsafe conditions. Follow operating procedures and comply with all regulatory requirements. Assure that appropriate task training has been completed and documented for all equipment, vehicles, and systems.

Work Environment

The employee is occasionally exposed to hot or cold conditions, wet and/or humid conditions, fumes or airborne particles, chemicals, and vibration. This position requires the ability to walk on uneven, sloped, rocky, wet, and icy ground consistently and safely. The noise level in the work environment is usually quiet while in the office. When in the field, appropriate hearing protection may be needed.

Benefits/Culture

- As an employee of Hycroft Mining you will get a Great competitive benefits package including:
- 401(k) with 6% dollar for dollar, vested date of hire
- Medical, Dental, Vision Insurance
- Life Insurance
- Voluntary life insurance options for family members
- Employee Assistance Program
- Short Term and Long-Term Disability