

LAKE SHORE GOLD

a subsidiary of



PAN AMERICAN
— SILVER —

About the Organization

Lake Shore Gold, a subsidiary of Pan American Silver, is located in Timmins, Ontario. The Bell Creek Complex located approximately 20 kilometers northeast of Timmins, Ontario, consists of an underground mine and processing facility. Mineralization is associated with the Porcupine-Destor fault system within the Abitibi greenstone belt, with ore mined by narrow vein longhole stoping methods. Ore is then transported to surface via a modern one thousand eighty metre deep shaft capable of forty-eight hundred tonnes per day.

The Timmins West mine is located approximately 18 kilometers west of Timmins, Ontario, one of the world's most prolific gold camps. Mineralization is associated with the Porcupine-Destor fault system within the Abitibi greenstone belt. The Timmins West mine is comprised of the Timmins deposit, the Thunder Creek deposit, and the 144 Gap deposit. All three deposits are interconnected by underground drifts.

For more information, please visit our [website](#).

About Timmins, Ontario

Timmins is a vibrant community of 45,000 residents that is a central hub for Northeastern Ontario. People can enjoy recreational activities such as camping, world class fishing, nature, and snowmobile trails. Direct flights to Toronto are available at the local airport via multiple carriers. There are many support networks in the community including the local Timmins and District Hospital, local sports leagues for children and adults (hockey, baseball, basketball, etc.), golf courses, both cross-country and downhill ski resorts, a community pool, and many other community events that provide entertainment throughout the year - fairs, carnivals, concerts, and more!

About the Opportunity

We are looking to hire an **IT System Administrator** to join our **Timmins Operations** team in **Timmins, ON.**, on a **full-time basis**. The schedule for this position is Monday-Friday, 8 hrs/day.

Please note that this role requires relocation to the Timmins area and is not a camp-based position.

Compensation: This position offers a salary range of \$85,000 - \$100,000 annually, based on qualifications and experience.

Vacancy Status: This is an **existing vacancy**. The successful candidate may begin as soon as possible.

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The IT System Administrator will be responsible for assisting staff with technical support of desktop computers, applications, networks, and related technologies. As a well-organized individual who can work independently and with minimal supervision, your excellent interpersonal skills are required to deal with all staff courteously and professionally. Initiative, problem-solving skills, and the ability to work in a fast-paced environment are essential for success.

Reporting to the IT Superintendent, the **IT System Administrator will have the following responsibilities:**

- Install and configure software, hardware, and virtual infrastructure (Cisco switches, managed switches, wifi access points, servers, computers, VoIP phones, VMs, etc.)
- Manage and maintain virtualized environments, including VM deployment, configuration, and resource allocation
- Manage network infrastructure, including Cisco and enterprise-grade switching equipment
- Provide LAN/WAN/VoIP support and maintain network security protocols
- Set up user accounts, workstations, and manage Active Directory environments, including user/group policies
- Manage mobile device management (MDM) solutions, including Microsoft Intune for iOS and Android devices
- Administer Microsoft 365 and Azure cloud services, including user licensing, Exchange Online, and SharePoint
- Administer domain controllers, group policies, and directory services
- Configure and maintain VLANs, routing protocols, and network segmentation
- Manage DNS and DHCP services for network infrastructure
- Monitor virtual machine performance and implement optimization strategies
- Deploy and maintain system monitoring and alerting solutions
- Maintain IT documentation, network diagrams, and asset inventory
- Implement and maintain backup and disaster recovery solutions for virtual environments
- Test and verify backup systems and disaster recovery procedures
- Manage network printers and print server infrastructure
- Provide technical support and training to end users
- Continually develop the ability, knowledge, and skills necessary to keep up with the changing methods and technology in the job
- Assist with special projects that arise
- Perform other duties as requested

More About You

While our ideal candidate has the following qualifications, we welcome applicants who may not meet every criterion to apply.

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- Diploma from a technical program in computer systems or related field
- Minimum 2 years related work experience in system administration or IT support
- Industry certifications (Microsoft, Cisco, VMware, CompTIA)
- Experience in industrial or mining environments
- Knowledge of certificate management and PKI infrastructure
- Scripting experience (PowerShell, Python, or similar)

- Experience with virtualization platforms (VMware, Proxmox, Hyper-V)
- Experience with network technologies (LAN, WAN, VoIP, Cisco equipment)
- Knowledge of Microsoft Active Directory, Group Policy, and Windows Server environments
- Experience with Microsoft 365 and Azure cloud services administration
- Familiarity with mobile device management (MDM) solutions, preferably Microsoft Intune
- Understanding of network protocols including DNS, DHCP, VLANs, and routing
- Knowledge of backup and disaster recovery solutions
- Experience with system monitoring and alerting tools
- Proven experience as a System Administrator, IT Technician or similar role
- Familiarity with various operating systems and platforms (Windows, Linux)
- Strong understanding of cybersecurity principles and best practices
- Ability to function with minimal supervision
- Resourcefulness and problem-solving aptitude
- Excellent communication and interpersonal skills
- Excellent organizational and time management skills
- Applicants must be eligible to work in Canada

As our ideal candidate, you are a motivated team player, and above all, you demonstrate compliance with all health and safety regulations.

About the Benefits

In return for your hard work and dedication you can expect to receive a **competitive annual salary**, as well as the following benefits:

- Mine Performance Plan Incentive (bonus)
- Company-paid extended medical, prescription, dental, and vision benefits
- Wellness Spending Account
- Health Care Spending Account
- Company-paid pension plan with 8% company contribution
- Basic life/accidental life insurance
- Long-term disability coverage
- Employee Assistance Program
- Telemedicine Virtual Primary Care via *Dialogue*
- Competitive Paid Vacation Entitlements
- Paid pregnancy and parental leave

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- Relocation Assistant for eligible positions

Don't miss out on this unique opportunity to take the next step toward your career goals with an industry leader - apply now!

To express your interest in this position please forward your resume to:

Lake Shore Gold - Human Resources
P.O. Box 1067
Timmins ON
P4N 7H9
Email: HR@ca.panamericansilver.com
Fax 705-269-4936

Lake Shore Gold is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and all aspects of employment including the decision to hire or promote will be based on merit, competence, performance, and business requirements. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

#LI-ST1