



AURORA GEOSCIENCES

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Data Administrator/GIS Technician

Aurora Geosciences is a mineral exploration consulting company that has been operating for over 35 years and has offices located in Whitehorse, Yellowknife, and Juneau AK. Aurora is seeking a Data Administrator/GIS Technician based out of the Yellowknife office. This is a full-time, permanent position based in Yellowknife, NT.

Reporting directly to the GIS & IT Manager, this position will oversee the development, documentation, use, and maintenance of data systems. You will discover efficient ways to organize, store and analyze data with attention to security and confidentiality. Additional responsibilities will include the dissemination of data, maps, and GIS applications.

Responsibilities under the direction of the GIS & IT Manager include:

- Create and enforce policies for effective data management
- Input field data and complete various basic data entry tasks.
- Spatial data maintenance and dissemination
- Generate maps and GIS data products
- Compile and organize GIS data from maps, databases and other sources;
- Communicate and operate in a professional and courteous manner with team members, project managers and clients.
- Follow appropriate standards and procedures to ensure quality of results with adherence to corporate standards, processes and best practices.
- Assist with sales, project proposals and client relations
- Formulate management techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
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- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Support others in the daily use of data systems and ensure adherence to legal and company standards
- Assist with reports and data extraction
- Troubleshoot data-related problems and authorize maintenance or modifications

The ideal candidate will have:

- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
- Successful completion of one or more of the following: Cartography Technologist and or GIS Specialist post-secondary education or a BSc in computer science or relevant field
- Familiarity with modern database and information system technologies
- An analytical mindset with problem-solving skills
- Experienced knowledge of the following software is essential: ESRI ArcMap, Microsoft Office
- Experienced knowledge of the following software will be considered an asset: Geosoft Oasis Montaj, Geosoft Target, ArcGIS Pro, ArcGIS Online, Geocortex Essentials, and Surfer
- Comprehensive understanding of databases and data analysis procedures
- Effective verbal and written communication skills
- Robust organizational skills and detail-oriented
- Proven ability to meet tight deadlines and work under pressure
- Proven ability to successfully work in a team environment.

This is a salaried position with benefits including medical, dental, disability insurance and professional development allowance. Interested applicants are encouraged to apply in confidence here: [Application Form](#)

Please reference **GIS Technician** position when applying.