



Job Description

Position Title: IT Analyst

Reports To: Senior Analyst or Senior Biologist IV+

Hours and Location: Full-time (or as agreed-to) – In office.

Salary range: \$70,000 to \$80,000

About LGL Limited

LGL Limited, considered one of North America's premier ecological research and consulting firms, is accepting applications for the position of an Information Technology Analyst in our Sidney, BC office. We provide leading-edge, science-based solutions to a diversity of clients in Canada, the U.S.A., and beyond. The successful candidate will work as a member of our office-based teams to fulfill project obligations. The successful candidate will be pursuing a career in IT, consistent with the following qualifications and experience.

Position Summary

The IT Analyst will bring their technical expertise to support the team with a diverse range of IT-related duties and projects. They are responsible for supporting Senior Analysts, Biologists, multi-disciplinary teams in providing strategic direction and management oversight in regard to our technical infrastructure.

Responsibilities

- Perform a wide range of IT related duties in a small business environment (e.g., network/server support, hardware and software support, Office 365 account maintenance, troubleshooting)
- Assist with proposals, budgets and project plans for new business pursuits
- Work with project managers to create, proof, maintain, and document complex databases to support analytical operations
- Identify opportunities to improve workflows, automate processes, and introduce new technologies
- Support multiple concurrent projects, including all project stages from planning and design to delivery, training, and documentation
- Review data quality, integrity, and security across all analytical/hardware/software systems
- Support with IT related onboarding tasks for new hires
- Other duties as assigned

The list of duties and responsibilities described above is not intended to be all-inclusive and may be expanded/modified from time to time as required by the organization's needs.

Knowledge, Skills and Abilities

- Proficiency in network administration (LAN/WAN, VPN)
- Experience with small servers
- Knowledge of cybersecurity best practices and tools
- Familiarity with cloud services (e.g., Office 365, AWS, Azure, Google Cloud)
- Familiarity with AI and machine learning

- Proficient in database management and SQL
- Experience with software deployment and management
- Experience troubleshooting and resolving hardware, software, and network issues
- Strong problem-solving and analytical skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong organizational skills and attention to detail (error-checking)
- Ability to manage multiple projects and priorities
- Adaptability and willingness to stay updated with emerging technologies and industry trends

Qualifications and Experience

- Bachelor's degree in information technology, Computer Science, or a related field.
- 2–5 years of experience in an IT support or analyst role.
- Relevant certifications (e.g., CompTIA A+, Network+, Security+, Microsoft Certified: Azure Fundamentals).
- Experience overseeing the protection of confidential employee and corporate data
- Experience with server management, specifically for a small business.
- Experience with software deployment and management.
- Experience in troubleshooting and resolving hardware, software, and network issues.
- Ability to develop and manage apps is an asset

Other

- Eligible to work in Canada
- Able to work at a desk in front of a computer for an extended period
- This position is based in Sidney BC and will require an in-office presence