



**Victoria Gold Corp.** ("Victoria") is a mining company with an Executive team that is experienced in developing and operating mines in an environmentally and socially responsible manner. Victoria's Eagle Gold Mine poured its first gold in September 2019 and declared commercial production at the end of Q2 2020. Future and current mines, like Eagle Gold, will be a strong contributor to the Yukon and its citizens for many years to come. [www.vgcx.com](http://www.vgcx.com)

Victoria is looking to hire the position outlined below for our **Eagle Gold Mine** located in the Yukon:

## IT MANAGER

Reporting to the Chief Operating Officer, the Information Technology (IT) Manager will lead, guide and coach the Eagle site departmental members in the execution of IT related operational requirements and strategic initiatives. This role will also work as a strategic business partner with the Administration Manager and their direct reports to develop information technology plans and solutions that support the Eagle Mine strategic objectives.

This position will also coordinate with departments to reinforce Victoria Gold's Vision and Values while maintaining the integrity of all information technology. This position will work on a rotational basis (2x2). Responsibilities are noted below which will include but are not limited to:

### Main Tasks and Responsibilities:

- Manage and ensure all employees are working in compliance with all VIT / Eagle Mine, Territorial and Federal safety guidelines and procedures.
- Manage and ensure all employees and contractors are working in compliance with all VIT / Eagle Mine standard operating procedures.
- Accountable for the development of long-term IT related plans and budgets (annual budget, 5-year resource and equipment forecast, etc.)
- Ensures achievement of goals and targets for the IT functions in line with approved plans (annual budget, short-range forecasts, etc.)
- Manage the troubleshooting and maintenance of the Active Directory, Printing, WAN, VoIP Telephony, firewalls and VPN connections in Windows OS environments.
- Oversee the installation, configuration and maintenance of workstations and notebooks, servers, networks and equipment.
- Audit systems and processes.
- Manage the development and conducting of user training to enhance productivity.
- Manage the implementation of IT policies and procedures and ensure their consistent use and application.
- Partner with and provide recommendations to the COO and Victoria Gold's Executive Management as applicable regarding strategies, programs and actions to ensure IT best practices and performance.
- Manage and ensure position/job descriptions are maintained and updated as required.
- Manage and build an appropriate department team through recruitment and development.
- Manage and ensure that training is provided in accordance with the current and future needs of the department.
- Coach and mentor department team members; growth and development.
- Manage and ensure performance reviews are conducted as required; with feedback and coaching provided for all department team members.



- Provide expertise, leadership and guidance to internal and external departments (as required).
- Ensure that the daily, weekly and monthly IT area reports that monitor progress vs. business objectives and budget are completed on a timely basis.
- Identify potential issues and collaborate with the COO and Departmental Managers to prevent, mitigate or resolve them in a real-time environment.
- Investigate and identify options and recommend short- and long-term projects and approaches to enhance efficiency and cost effectiveness of the mine site while collaborating with peer departments.
- Behaves in a way that demonstrates support of Victoria Gold Corp Vision and Values.
- Responsible for but not limited to all tasks/duties assigned or required.

**Qualifications and Experience:**

- Experience with safely managing, maintaining, installing, testing and troubleshooting computers, software, printers and networks.
- Professional level computer skills, including Microsoft Outlook and Microsoft Office.
- Strong proficiency with LAN, WAN, Security, Windows Server, MS Exchange, and Skype for Business and OneDrive.
- Knowledgeable in all areas of IT best practices and policies.
- Bachelor of Science in Information Technology or other relevant management experience.
- At least 4 years of experience in a management / supervisory role, managing 2-4 direct reports.
- Valid Driver's License.
- Able to speak, comprehend, read, and write English.
- Ability to obtain and maintain a Valid Yukon Supervisor's Certification within 6 months of employment.
- Registration with the Association Professional Engineers Yukon (APEY) if applicable.

Victoria Gold Corp. offers a competitive compensation and benefits package. **Hiring preference will be given to NND Citizens and Yukon Residents.** If you are excited about this opportunity and feel you meet the expectations of the role, please send us your resume to the following email address: [greatpeoplework@vgcx.com](mailto:greatpeoplework@vgcx.com)