



## Scanning Technician

*Join the dynamic and collaborative team at Katalyst Data Management (KDM)! KDM is seeking a Scanning Technician with great attention to detail. This is an exciting opportunity to play an integral role in completing a company project. Qualified candidates will possess knowledge of seismic data and support documents and scanning equipment.*

- **Located in Calgary**
- **Day and Afternoon shifts required**
- **Full-Time contract position**

### **The Company**

Katalyst Data Management (KDM) is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organisation, to marketing data online, our specialised data services cater to large multinational corporations, national governments and small independents. KDM's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled KDM to provide excellence in both technologies and service qualities.

### **Key Responsibilities and Accountabilities**

In this role you will be responsible for the scanning of physical records to digital formats provided by clients for reproduction or archival purposes. The scanning technician requires the ability to understand and comply with the individual requirements of each client and project.

### **Key Responsibilities:**

- Scan seismic support documentation, including observer logs, survey notes and seismic sections.
- Auditing, editing and splitting of digital files.
- Organize incoming data based on assigned priority level.
- QC data using internal tools.
- Initiate communication with Team Lead to solve problems related to documents.
- Update the Work Management Tool with comments and billing information for each job.

### **Skills Required:**

- Safety first mentality.
- Highly proficient in oral and written communication proficiency in English.
- Strong computer skills with an emphasis on Microsoft Office.
- Strong team work and interpersonal skills.
- Pays close attention to detail, accuracy, and completeness. Shows concern for all aspects of the job.
- Ability to work transparently with minimal supervision.

### **Required Education and Experience**

- High-school diploma or equivalent.
- Document & microfiche scanning experience preferred.
- Knowledge of Seismic support documents preferred.

Applications can be emailed in confidence to [jobs@katalystdm.com](mailto:jobs@katalystdm.com)