QEP Energy Company

LAN/PC Administrator 1 (900468) – Red Wash, UT.

Salary will reflect market rates based on the QEP Resources' Compensation Plan.

To apply for this position: Fax a resume to Frances Bosch at 801-324-2782 (specify job number and salary requirements) or e-mail to: careers@qepres.com.

Duties and Responsibilities

Responsible for the operation and maintenance of the Red Wash, Vernal and remote locations workstation environment; install hardware and software ensuring LAN security according to corporate guidelines; work effectively with internal and external business contacts; train local office employees to use computer resources; manage LAN performance; troubleshoot technical problems; and perform other duties as assigned.

Work Conditions

Requires working in a team environment; and under stressful conditions associated with deadlines and heavy workloads. Requires prolonged use of a computer; working irregular or extended hours; and may require travel to complete projects.

Minimum Qualifications

- **Knowledge of:** Microsoft operating systems, including workstation and server.
- **Skill in:** using office personal computers, printers and related software such as Microsoft Office. Experience with Microsoft Active Directory, backup software, antivirus software, BlackBerry devices and Microsoft servers and workstations.
- **Ability to:** communicate effectively orally and in writing; work with various departments and the public; handle and maintain confidential information; understand and respond to written and oral instructions; relate on a personal basis with local users, peers and vendors; see objects at close range; determine distance and relationship between objects; lift up to 50 pounds; be courteous to co-workers and customers; follow directions from supervisors; and refrain from abusive or profane language and behavior in the workplace.
- **Requirements:** At least two years LAN administrator experience or equivalent education and experience; regular attendance; and must adhere to the QEP Resources Business Ethics and Compliance Policy.

QEP Resources is an Equal-Opportunity Employer and a Drug-Free Workplace.

QEP Resources, Inc.

AN EQUAL OPPORTUNITY EMPLOYER

P.O. BOX 45433, SALT LAKE CITY, UT 84145-0433

Confidential Applicant Voluntary Self-Identification Survey

Begin/Reset Form

Position Applied For	Applicant Name (Last, First, Middle)	Date Completed
LAN/PC Administrator (900468)	[Last Name] [First Name] [Middle]	

Equal Employment Opportunity Notice: Every qualified person has an equal opportunity for hire, assignment, and advancement without regard to race, color, religion, age, gender, disability, veteran status, sexual orientation, national origin or any other class protected by law.

QEP Resources is subject to mandatory federal government reporting and recordkeeping requirements for the administration of employment laws administered by the U.S. Department of Labor and the Equal Opportunity Commission. As a result, we ask you to **voluntarily** self-identify your race/ethnicity, and gender. Your completion of this form is **voluntary**, and refusal to complete will not subject you to any adverse treatment. The information will be kept confidential except to government officials engaged in enforcing employment laws, and will be kept in a secured environment with limited access.

Race/Ethnicity: Please mark the race/ethnicity category with which you primarily identify.

- ☐ **Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ **Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above five race categories. Please identify the applicable races by marking the appropriate categories above.

Gender:

- ☐ **Male**
- ☐ **Female**

Submit via E-mail

Thank you for your cooperation.