



Sagkeeng Anicinabe

JOB OPPORTUNITY

Sagkeeng IT Support

Sagkeeng First Nation currently has an opportunity for an experienced individual to fill the role of IT Support Technician. Reporting to the Manager of IT Services, the successful applicant will be responsible for maintaining the integrity of all computer workstations and associated software for the Sagkeeng First Nation. The IT Technician will also be the main point of contact for employees who are experiencing computer issues. This is an excellent opportunity for the right individual to join an established organization that will offer unique challenges and opportunities.

DUTIES

- Maintain the Help Desk and keep up to date with support requests
- Help the IT Manager in creating and maintaining the Sagkeeng Inventory system
- Research IT solutions and make recommendations for the improvement of IT systems and IT infrastructure for Sagkeeng Education directly to the IT Manager
- Offer daily operations and systems support to personnel
- Assist employees with computer problems and answer their questions,
- Troubleshoot hardware and software issues in person, remotely and via phone
- Other duties as may be assigned.

QUALIFICATIONS:

- Grade 12 education, plus advanced education and training in IT hardware and software,
- Ability to manage stress in high pressure situations,
- Knowledge of IT principles and an ability to effectively understand and communicate technical principals and concepts to a wide array of audiences,
- Experience with developing and implementing IT solutions to meet various issues,
- Experience working under time constraints and successfully completing projects on or ahead of time,
- Ability to work on own and extended hours if required,
- Experience managing employees and supervising contractors to insure they perform their duties on time and on budget,
- Proven ability to be discrete and confidential are a must,
- Valid Manitoba Class 5 Drivers license and access to a vehicle they can use for work,

**Application deadline:
November 25/22**

**Applicants MUST
include:**

- Cover letter/
résumé
- Current criminal
record check
- Contact
information for 3
work related
references

Attention to:

Sagkeeng Jobs
Box 8, Fort Alexander, MB
R0E1M0

Cover letters and résumés
can be mailed to the above
address or emailed to
jobs@sagkeeng.ca,
or dropped off at the SETS
Office.

**LATE SUBMISSIONS
WILL NOT BE ACCEPTED
UNDER ANY
CIRCUMSTANCES**

PLEASE BE ADVISED THAT
ONLY THOSE SELECTED
FOR AN INTERVIEW WILL
BE CONTACTED