



Information Technology Technician

Join our growing and innovative Team!

Department: Information Technology
Posting Date: April 29, 2022
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time, 6 Month Contract with possibility of extension
Vacancies: 1
Reports To: Manager Information Technology

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

May 13, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

May 27, 2022 - 2nd Round

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

June 10, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

As a member of the Information Technology team, the Information Technology Technician will provide technical support on IT related issues such as trouble shooting and repairs. The IT department at NFN is dynamic and adapting to the technological world we live in.

What you'll do in the role

- Offer daily operations and systems support to employees
- Responsible for responding to helpdesk inquires and ensure inquiries are updated in system
- Provide end users with hardware and software maintenance and support
- Support user account information, including rights, security and systems groups
- Creates and maintains documentation as it relates to system configuration, mapping, processes, and service records
- Analyze and resolve hardware and software problems.
- Hardware configuration, setup and maintenance of desktop, laptops, printers and other network devices.
- Research and implement solutions to hardware/software problems
- Troubleshoot hardware and software issues at site and remotely



Employment Opportunity

- Install Operating systems and configure PC's according to company policies and standards as required.
- Provide backup and support the members of the department

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have related education such as CompTIA Certification or related experience
- Must have 1-3 years of IT experience including Windows operating systems including Office 365.
- Experience with Linux and Apple systems as well as Google Workspace considered an asset.
- Excellent interpersonal and customer service skills
- Strong communication and time management skills
- Able to develop and configure and troubleshoot complex information technology systems.

If you are excited about this opportunity and want to be a part of our team at Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.