



EMPLOYMENT OPPORTUNITY

IT Technician

Department: IT

Posting Date: Friday, April 12, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Fulltime/Permanent

Vacancies: 1

Reports To: IT Manager

Starting Salary: \$45,791.20

What you'll do in the role

- Setting up workstations with computers and necessary peripheral devices.
- Troubleshoot hardware or software related issues.
- Install or configure software, system/program updates or security patches.
- Employee Onboarding and Offboarding from NFN systems.
- Data Backup
- Documentation of support/repairs or procedures.
- Administration of PBX Phone system.
- Manage incoming support requests through ticketing system.
- General IT Support as needed.
- Track and manage all IT related assets using asset management tracking software.
- Set up IT equipment for room bookings, meetings, events as needed such as projectors, computers, network, and sound equipment.
- Support Live Streams for special events.
- Update content for NFN Websites, Portal and SharePoint as needed.

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, Dental, 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.
- Minimum of 2 years IT work experience **or**;
- Post-Secondary/Certification related to Information Technology.
- Systems and Network Administration Diploma or similar; considered an asset.
- CompTIA A+ Certification; considered an asset.
- Intermediate or advanced knowledge of Windows based operating systems.



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- Excellent Analytical and problem-solving abilities
- Strong Communication Skills
- Ability to be effective with Time Management
- Ability to work individually or in a Team environment.

APPLICATION DEADLINES:

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

Closing April 26, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing May 3, 2024 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing May 10, 2024 - 3rd Round

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

*If you are excited by this opportunity and want to be a part of 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.*

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ 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.