



Employment Opportunity

Supervisor, IT

Department: Administration
Posting Date: September 19, 2024
Location: Nipissing First Nation, ON
Schedule: Standard Work Week/35hrs
Job type: Full-time, Permanent
Vacancies: 1
Reports To: Director of Administration and Technology
Starting Salary: \$ 62,080.20

What you'll do in the role

- Supervise and assist IT Technicians in troubleshooting and resolving support tickets, ensuring efficient day -to-day operations.
- Delegate tasks, provide coaching, and monitor technician performance to maintain high service levels.
- Coordinate the IT department workload, assigning resources based on priorities and support needs.
- Oversee IT support operations, managing the ticketing system to ensure timely response and resolution of hardware, software, and network issues.
- Provide technical guidance, support employee onboarding/offboarding, and oversee backup processes to ensure data integrity and availability.
- Support the Director of Administration & Technology with the implementation of any new technology projects, initiatives, policies or directives.
- Manage IT assets, including tracking and inventory control.
- Ensure equipment is properly set up for meetings, events, and live streams.
- Oversee and maintain the operation of event-related IT setups

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
- Casual dress

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have minimum 3 years of experience in a similar role
- Post Secondary Diploma in Systems or Network Administration or similar is preferred but not mandatory
- CompTIA A+ certification or similar considered an asset
- Advanced knowledge of Windows, Mac and Linux based operating systems
- Experience working with Cloud based systems
- Project and Team Management Skills
- Strong Communication Skills
- Strong Time Management Skills



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- Self-Motivated; ability to work with minimal supervision.

Application Deadlines:

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

Closing October 4, 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 October 11, 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 October 18, 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.