

**Employment Opportunity – Full Time**

**JP-2020-19 IT Manager**

**The Position**

Seeking an experienced IT manager who can join the Nation, using his or her technological skills to make us more efficient. In this role, you will analyze our current systems and assets, recommend, and implement solutions and upgrades, and provide training. The ideal candidate has extensive knowledge of network maintenance, experience managing staff, and advanced industry knowledge to keep us on the cutting edge.

The Nation looking for a Manager who will oversee and direct the IT Department ensuring effective support of the organization and collaboration with its departments and vendor partners.

**The Candidate:**

* Lead and manage IT projects, rolling out IT infrastructures across various technologies. Including the design and deployment of new IT systems and services
* Procurement, vendor management, documentation of purchasing including division offices, inventory of equipment, managing installation, configuration, equipment delivery to end users and updating of Help Desk tickets on regular basis
* Ensure exceptional business systems, network and internet support to staff.
* Occasional end-user support for computer desktops, peripherals, or general IT support.
* Management of internal Avaya phone system
* Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
* Proficient in Microsoft Windows software, including Server, Office, and Exchange
* Evaluate technology risks to develop a disaster recovery plan and backup procedures for on premise and cloud computing data
* Maintain current IT system documentation for reporting purpose (incl. KPI and Help Desk)
* Ability to communicate at all organizational levels and coordinate with IT team for technology design and deployment
* Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
* Proficient in networking in regard to servers, firewalls, routers, and switches
* Administer Exchange Mail, Active Directory and Microsoft Windows Server 2016/2019
* Well versed in backup procedures and strategies, anti-virus and anti-spam systems
* Experience with FTP, VPN, SSH, SSL, PowerShell.

**Qualifications, Skills and Abilities:**

* Bachelor's degree/diploma in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience preferred.
* Minimum 7 years of direct IT management experience
* Minimum 5 years in IT specific project management and strategic planning
* Microsoft Certification (MCSE, MCSA, MCP), preferred.
* Good understanding of TCP/IP, Firewall, AP, VPN, network printers, installation of corporate software, security software, SCCM script, AD containers, Office 365 objects
* Must be fluent in English for reading, writing and speaking
* Reliable vehicle and valid driver's license

**A full job description is available upon request. If you are interested in the position, please send your resume and cover letter to Shree Comar, HR Generalist:** [**scomar@secheltnation.net**](mailto:scomar@secheltnation.net)

Preference will be given to qualified shíshálh members, community members, and other First Nation’s members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.