

**Employment Opportunity – Full Time**

**JP-2021-05 IT Systems Administrator**

**The Position**

Reporting to the Manager of Information Technology, the IT Systems Administrator is responsible for systems development, systems support, routine maintenance of hardware and software, backing up and archiving all documents and data files, and teaching new staff to use Nations computers and systems. The position will also manage the daily administrative operations of the shíshálh Nation, including office management, communication, technology, meeting coordination and facilitation, contracts, and management of shíshálh Nation’s administrative staff.

**The Candidate:**

* System Administration, user/group credential management/authentication etc.
* Network Administration (LANs, internet and intranet systems etc. including monitoring).
* Manage VPN & Virtual Machine environment.
* Oversee and manage system Backup and Restoration etc.
* Administer and troubleshoot Exchange Mail, Active Directory and Microsoft Windows Server 2016/2019.
* Manage and track device usage & data policies.
* Manage, organize and service tickets in the helpdesk ticketing system.
* Ensure all office software/tools are functioning properly (e.g. Teams, Wi-Fi and Outlook).
* Occasional end-user support for computer desktops, peripherals, and general IT support.
* Management of internal Avaya phone system.
* Work with vendor partners and managers to provide system recommendations.
* Communicate electronically, by phone and in-person with staff experiencing difficulties in determining and document problems experienced.
* Consult technical guides, manuals and other documents to research and implement solutions.
* Provide advice and training to staff in response to new system implementation or difficulties.
* Ability to communicate clearly and concisely with staff and management.
* Work under pressure well with repetitive tasks and attention to detail.
* Strict adherence to standards, procedures and policies set by the organization.

**Qualifications, Skills and Abilities:**

* Minimum 5 years of work experience in Systems Administration (Server, Backups and Network).
* Thorough knowledge of Microsoft Windows operating systems, including server 2016/2019.
* Microsoft Certification (MCSE, MCSA, MCP, etc.) is an asset.
* Adept in all of core Microsoft products in general, including Microsoft 365.
* Proficient in networking regarding servers, firewalls, routers, and switches.
* Well versed in backup procedures and strategies, anti-virus, and anti-spam systems.
* Experience with FTP, VPN, SSH, SSL, PowerShell, etc.
* Clean criminal record.
* Reliable vehicle and valid driver's license.
* Ability to work outside standard business hours.
* Must be able to strictly adhere to the Confidentiality Non-Disclosure policy set out by the shíshálh Nation.
* Ability to interact with people with tact and compassion in different situations, including situations where there are complex, difficult, high-pressure decisions, or emergencies.

**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.