



"Working Together"

M *
Atikameksheng
Anishnawbek

A *
Sagamok
Anishnawbek

M *
Serpent River
First Nation

A *
Mississauga
First Nation

W *
Thessalon
First Nation

E *
Garden River
First Nation

S *
Batchewana
First Nation

W *
First Nation

E *
First Nation

N *

The North Shore Tribal Council

473 "A"
Highway 17 East
Cutler ON
POP 1B0

Tel: (705) 844-2340
Fax: (705) 844-2563

HEALTH PROGRAM:
Tel: (705) 844-2021
Fax: (705) 844-2844

Toll free: 1-877 633-7558

www.mamaweswen.ca

**EMPLOYMENT OPPORTUNITY
INFORMATION TECHNOLOGY SUPPORT SPECIALIST
Full Time Contract - Annual Salary \$52,000**

Mamaweswen, The North Shore Tribal Council invites applications for the position of Information Technology Support Specialist. This position will be required to work out of the NSTC Head Office, located at 473, Highway 17 East, Cutler, ON. Travel will be required to alternate NSTC sites in order to provide IT support.

Purpose

The Information Technology Support Specialist will provide IT related assistance in the areas of data entry and inventory as well as general maintenance and support to all IT related issues.

Responsibilities:

- Act as local IT support, with remote assistance and travel as needed.
- Setup and configuration of new desktops, laptops, mobile devices and all other IT devices.
- User support, including but not limited to, hardware, software setup and troubleshooting.
- Backup scheduling, maintenance and testing of data recovery.
- Work on projects as assigned and provide solutions as needed.
- LAN maintenance and set up, along with equipment management.
- Updated inventory database and support system records.
- Provide level 1 Help Desk support and troubleshooting.
- Assist staff with Microsoft Outlook software and copiers when required.
- Perform other related duties as assigned.

Qualifications

- Post-Secondary degree or diploma in Computer Science or Information Technology.
- Two (2) years' experience in a helpdesk environment.
- Knowledge of network administration and architecture.
- Experience in VOIP installation, configuration, deployment and support.
- Experience in Office 365 and Exchange Service administration.
- Ability to configure and troubleshoot network device, such as routers, firewalls and switches in relation to VPNs, Wi-Fi and associate security requirements.
- Knowledge of TCP/IP and other Internet protocols as well as experience with tools such as PING, Traceroute, NS Lookup, DIG, Wireshark etc
- Excellent verbal and written communication skills.
- Excellent problem-solving skills demonstrated in a support desk environment.
- Must be result-oriented and able to work both independently and within a team environment.
- Must have a valid class "G" driver's license, access to a vehicle and ability to travel.

DEADLINE FOR SUBMISSION: No later than 4:00 p.m. on Wednesday, April 23, 2025

Send letter of application, a current resume, certificates, diplomas, along with three current work-related reference letters to:

Julie Woods, Human Resources
Mamaweswen, The North Shore Tribal Council
473 A Highway 17 East, Cutler, ON POP 1B0
julie.woods@mamaweswen.ca
Tel: 705-805-0029 Fax: 705-844-2563

Miigwetch to all who apply however, only those selected for an interview will be contacted.