

# IT Support Specialist

**Location:**

Nunatsiavut (Nain, Hopedale, Postville, Makkovik, or Rigolet, NL)

**Department:**

Finance, Human Resources & Information Technology

**Term:**

Permanent Full-Time

**Closing Date:**

September 30, 2020

**Responsibilities:**

Under the direction of the Director of Information Technology, IT Support Specialist is responsible for desktop support, database connectivity, equipment purchasing and end user orientation:

- Work with end users to identify and deliver required PC service levels.
- Provide support to end users on computer operation and other issues.
- Install, configure, test, maintain, monitor, and troubleshoot end user computers, networked peripheral devices, and networking hardware.
- Receive and respond to incoming calls, and/or emails regarding PC and/or hardware problems.
- Maintain an inventory of IT assets.
- Accurately document instances of hardware failure, repair, installation, and removal.
- Schedule and perform equipment improvements, upgrades, and repairs.
- Aid in development of business continuity and disaster recovery plans, maintain knowledge of plan and respond to crises as necessary.
- Other related duties as required

**Qualifications:**

- Diploma in a program related to the fields of network administration, computer science, or electronic communications systems.
- Excellent technical knowledge of network and PC hardware.
- Hands on hardware troubleshooting experience.
- Experience in Windows 7/8/10 and Server 2008/2012 environment.
- Experience in administering ITIL databases
- Ability to present ideals in a user friendly language

**Assets:**

- Bilingual in Inuktitut and English

**Contact:**

[careersonline@nunatsiavut.com](mailto:careersonline@nunatsiavut.com)

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

# Kaujimmattisijtsak Kaujijaugialinnik

**Nani:**

Nunatsiavut (Nain-imi, Hopedale-imi, KipukKak, MaKKovik, Rigolet-imi, NL)

**suliaKapvik:**

SuliaKapvik kenaujaliginimut, Inulimât Ikajuttaugutinginnut ammalu Kaujimatitsijet Kagitaujatigut

**Kanga:**

SuliaKainnaKattaluni

**killilipvinga:**

September 30, 2020

**kamagijatsat:**

Atâgut aulataulluni Aulatsijimmut Kaujimmattisigiamut, Ikajutsiji kamagiaKavuk Kagitaujatigut, Kaujisanniujuunik, suliaKautinik pisiniaKattaluni ammalu atuttauKattatunik sungiutisalluni:

- SuliaKaKatiKaKattaluni atuttauKattatunik ulinnailugit kamagiKattalugillu pitâgijaugumajut PC suliaKautet.
- IkajutsiKattaluni atuttauKattatunik Kagitaujatigut asinginnilu uKautaujuunik.
- ÂkKisiKattaluni, ilisiKattalunilu, ottuKattaluni, tigumialluni, kamagillugillu, ammalu âkKisuiKattaluni atuttaujuunik Kagitaujanik, suliaKaKatiKaKattaluni asinginnik atuttaugialinnik, suliaKaKattalunilu atuttaugialinnik.
- TigulaKattaluni kiuKattalunilu fonninik, ammalu/ubvalu Kagitaujakkut tikijunik pitjutillinnik PC ammalu/ubvalu atuttaugialet siKuttisimappata.
- TigumiaKattaluni kititausimajunik IT piKutinginnik.
- AllasiaKattaluni allaKutet suliaKautet siKumisimappata, sanagiagiaKappata, iliukKaigiaKaguni, ammalu petsigiaKaguni.
- UllusaliuKattaluni suliaKanialiguni piKutinik piusiumitigasuallugit, âkKisugiallugit, sanagiallugillu.
- IkajuKattaluni pivallianinginni suliaKapvik kajusennaluni piungilisimajunik âkKisiKattaluni pannaigutinginnik, tigumialluni pannaigutinik ammalu kiuKattaluni uKumailutaujuunik pigiaKaliguni.
- Asinginnik taimaittunut ilingajunik suliaKaKattaluni pikKujauguni

**Ilisimausigigialingit:**

- NalunaikkutaKalluni suliatanginnut ilingajunik suliaKagiamut aulatsivillagimmi, Kagitaujanik, ikumâlukkojuunik Kaujimatitsiutinik.
- Piujummagimmik Kaujimalluni suliaKaKataugiamik ammalu PC suliaKautinik.
- Kaujimalluni atuttauKattatunik âkKigiattaugialinnik ilisimalluni.
- Ilisimalluni igalâginnik7/8/ammalu10 ikajotingnik 2008/2012 ip iningani.
- Kaujimallunilu aulatsigiamik ITIL Kagitaujanettunik.
- Pigunnaluni ullumi kamagijaugialinnik inutsiangulluni uKâlaKattaluni

**Ikajugajattuk:**

- UKâlasongulluni Inuktitut/Kallunâtutillu

**Kaujissallutit:**

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigetisikattatuk suliatasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatasiugutimillonnet ottugannimi.