

IT Support Specialist



Location:

Nunatsiavut (Nain, Hopedale, Postville, Makkovik, or Rigolet) or Happy Valley Goose Bay

Department:

Finance, Human Resources & Information Technology

Term:

Temporary Full-Time (3 years)

Closing Date:

August 6, 2021

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

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.

Nani:

Nunatsiavut (Nain, Hopedale, Makkovik, Postville ubvalu Rigolet) ubvalu Happy Valley Goose Bay

suliaKapvik:

SuliaKapvinga kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu

Kanga:

Akuniulungitumi Ilonnainik SitontiKalluni(3-jârini)

killilipvinga:

August 6, 2021

kamagijatsat:

Atâgut aulataulluni Aulatsijimmut Kaujimattisigiamut, 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 pitjuttilinnik PC ammalu/ubvalu atuttaugialet siKuttisimappata.
- TigumiaKattaluni kititausimajuunik IT piKutinginnik.
- AllasiaKattaluni allaKutet suliaKautet siKumisimappata, sanagiagiaKappata, iliukKaigiaKaguni, ammalu petsigiaKaguni.
- UllusaliuKattaluni suliaKaniiliguni piKutinik piusiumitigasuallugit, âkKisugiallugit, sanagiallugillu.
- IkajuKattaluni pivallianinginni suliaKapvik kajesennaluni piungilisimajuunik âkKisiKattaluni pannaigutinginnik, tigumialluni pannaigutinik ammalu kiuKattaluni uKumailutaujuunik pigiaKaliguni.
- Asinginnik taimaittunut ilingajuunik suliaKaKattaluni pikKujauguni

Ilisimausigigialingit:

- NalunaikkutaKalluni suliansanginnut ilingajumik 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

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.