

This is an exciting time to join Kunuwanimano Child and Family Services!

Employment Opportunity – IT Lead (Non-Union position)

Competition #: 23-98

Department: Information Technology

Location: Timmins, ON

Job type: Contract – up to 12 months

Closing Date: October 24, 2023 @ 4:30 PM

What you will do in the role

- Manages communications of IT Department with other departments.
- Provides help desk services to both internal and external departments on software and hardware issues.
- Tracks all internal and external requests.
- Administration and maintenance of Cisco Call Manager and Cisco Unity Servers for operation and management of VOIP desk phones and user's voicemail.
- Configuration, deployment, and administration of mobile devices, including tablets, cellular phones, surfaces and laptops
- Maintains and tracks inventory of all agency computer equipment, and archives all IT related documents
- Responsible for the moving of computer systems and peripheral equipment within work areas and sites
- Assists in the training of new software for both internal and external users
- Ensure high quality data is available for extraction as needed by developing and implementing systems to identify, track, correct and prevent errors.
- Establish and lead processes to develop standardized data entry.
- Act as the primary contact regarding data support, data management issues and reporting capabilities

Just a few reasons to join Kunuwanimano Child and Family Services

- Opportunity to work with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS)
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Competitive vacation leave and above average leave packages.

What you bring to the table

- Computer systems Certification at a College/University level or equivalent work experience.
- A minimum of 5 years' experience.
- Proficient in handling multiple projects with varying priorities.
- Certification in and experience working with Local Area Networks and Wide Area Networks.
- Excellent knowledge of current computer and telecommunications technology and how to integrate systems.
- Advanced knowledge of hardware and software and the ability to work proficiently with Internet based applications.
- Experience with the application and use of Microsoft office 365.
- Ability to monitor and maintain systems located in multiple sites.
- Advanced knowledge of and experience with web design/application principles and tools.
- Strong customer service and troubleshooting skills.
- Background in technical support with emphasis on problem resolution.
- Must possess a valid, current Ontario Driver's license
- Must provide a satisfactory Criminal Record Check with Vulnerable Sector Check.

Please refer to our website: www.kunuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to: HR@kunuwanimano.com, or by fax to 705-266-9122

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.**

Meegwetch to all applicants, however only those selected for an interview will be contacted.