



Lac La Ronge Indian Band
HEALTH SERVICES DEPARTMENT
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EMPLOYMENT OPPORTUNITY

Re-Advertisement

Full-Time Term

Admin/IT Support

OPEN COMPETITION

For the Community of La Ronge

The Lac La Ronge Indian Band-Health Services Department is now inviting applications for a Temporary Full-Time Admin/IT Support to work under the supervision of the IT Administrator. The ideal candidate will be required to provide clerical and IT support services to the department.

The suitable candidate will be able to perform the following duties:

- Refurbish computers (i.e. extract hard drives and user files)
- Install software and perform software updates as needed
- Carry out general office functions in accordance with the LLRIBHS program guidelines;
- Provide administrative and IT Support to the Finance & Administration Manager and IT Administrator;

The suitable candidate will possess the following qualifications:

- Minimum Grade 12; Administration or IT Certification an asset;
- Minimum one-year experience in Information Technology;
- Combination of education and relevant experience *may* be considered
- Experience working with computer hardware and installing software;
- Computer Experience: Microsoft Office 2010 with Access & Excel Training;
- Ability to work within multidisciplinary team;
- Ability to work independently;
- Excellent verbal and written communication skills;
- Ability to speak Cree is a definite asset;
- Experience working with First Nations an asset;
- Current Criminal Record Check Clearance; Vulnerable Sector Screening and Driver's Abstract;
- Must have a valid drivers license.

Benefits: LLRIBHS offers a comprehensive salary and benefits package such as Recognitions, Northern Allowance, Housing Subsidy, Extended Health Care and Pension.

Posted: August 2nd, 2019 **Deadline:** August 11th, 2019

To Apply: Submit cover letter and resume including three (3) professional references (excluding Chief & Council), one reference must be from your current or most recent Employer, to:

Email: hr@llribhs.ca **Phone:** 306-425-3600 **Fax:** 306-425-5520

In the cover letter, please indicate permission to contact references.

LLRIBHS thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check and vulnerable sector screening check. Please be advised applications received without the proper documentation may not be considered.