



EMPLOYMENT OPPORTUNITY

IT & Systems Service Technician

SUMMARY:

We are seeking a skilled and motivated IT Support Specialist with a strong background in networking and server management to join our team. This position is responsible for ensuring the smooth operation of our network infrastructure and server systems across Bimose office locations, including Bimose Tribal Council affiliated schools. The ideal candidate will have hands-on experience with network configuration, troubleshooting, server administration, and providing IT services to educational institutions, requiring regular travel to multiple schools.

DUTIES:

- **Network Management:**
 - Design, implement, and maintain local area networks (LAN), wide area networks (WAN), and wireless networks for schools and other locations.
 - Monitor, troubleshoot, and resolve network issues to ensure seamless connectivity and minimal downtime.
 - Configure and manage networking hardware (routers, switches, firewalls) and VPNs for secure and efficient operations across school sites.
 - Perform routine network audits, software upgrades, and improvements to maintain high levels of security and system performance.
- **Server Administration:**
 - Install, configure, and maintain server systems (file servers, database servers, etc.) for educational institutions.
 - Implement security measures such as patch management, antivirus software, and user access controls on school networks and servers.
- **Troubleshooting & Support:**
 - Provide on-site and remote technical support to schools regarding network, server, and hardware/software issues.
 - Ensure fast response times to minimize downtime and disruptions to school operations.
- **Documentation & Reporting:**
 - Maintain detailed records of all network configurations, server setups, and technical incidents at each school.
 - Generate reports on network and server performance, issues, and improvements for school administrators and management.



BIMOSE
TRIBAL COUNCIL

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Central Office:
598 Lakeview Drive
Kenora, ON P9N 3P7

P: 1-807-468-5551
F: 1-807-468-3908
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QUALIFICATIONS:

- Proven experience in IT support, with expertise in networking and server administration.
- Strong understanding of networking protocols (TCP/IP, DNS, DHCP, VPNs) and server management.
- Proficiency with server platforms (Windows Server, Linux, etc.) and network hardware (routers, switches, firewalls).
- Experience with Apple Device Management and Apple devices
- Strong understanding of networks, server management, cybersecurity, and cloud platforms (Microsoft 365, etc.).
- Strong troubleshooting and problem-solving skills.
- Excellent communication and interpersonal skills, with the ability to work with a variety of stakeholders.
- Ability to travel frequently to multiple school sites within the Bimose Tribal Council's member communities
- Bachelor's degree in Information Technology, Computer Science, or a related field, or equivalent experience.

ADDITIONAL REQUIREMENTS:

- Valid Class G driver's license and ability to travel.
- Understanding of Anishinaabe culture is an asset.
- Vulnerable Sector Check required.

PLEASE SUBMIT APPLICATION BY E-MAIL, ONLINE OR FAX TO:

Bimose Tribal Council Attention: Human Resource Manager
598 Lakeview Drive Kenora, ON, P9N 3P7
Website: www.bimose.ca – Fax: (807) 468-3908 – email: careers@bimose.ca

Closing date: May 22, 2025