



AQAM

EMPLOYMENT OPPORTUNITY! PERMANENT PART-TIME IT MANAGER

The IT Manager is responsible for all aspects of Information technology in the organization. This includes computer hardware and software, server/network administration, data security, backup and disaster recovery, asset management and procurement, 3rd party service management, etc. The organization includes: ʔaqam Administration, ʔaqam Operations, ʔaqam Lands, ʔaqam Community Health and Wellness, ʔaqam Community Enterprises (Including a gas station and store), ʔaqamnik Elementary School and Gymnasium.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organization skills and attention to detail.
- Analytical and solution oriented.
- Ability to take initiative and work independently as a critical thinker.
- Good verbal and written communication skills.
- Ability to work under pressure and meet deadlines.
- Excellent customer service skills.
- Advanced knowledge of Windows Server and Desktop Operating Systems. Advanced proficiency with Microsoft Office applications. Experience with Exchange Online and Office 365, Sage 300, Shadow Protect SPX is an advantage.
- Good understanding of TCP/IP data networks, switching, routing, VPN's and VLANS. Experience with CISCO and Sonic Wall is an advantage.
- Ability to use small tools to disassemble, replace parts and re-assemble technology devices.
- Ability to quickly assimilate the skills to work with new systems as they develop.
- Demonstrated knowledge of Ktunaxa/Aboriginal people and Ktunaxa/Aboriginal culture is an asset.

TRAINING, EDUCATION, AND EXPERIENCE

One or more of:

- Associate's or bachelor's degree or certificate in a relevant subject.
- Voluntary certifications considered:
 - A+ certification.
 - Microsoft certified IT professional certification.
 - Cisco certified network associate certification.
- Proof of successful experience in an IT technical support capacity.

For further information about this position please visit our website aqam.net under *Employment and Contract Opportunities*.

Please submit your cover letter and resume marked "confidential" to:

Ivan Winter, Director of Finance

ʔaqam Administration

7470 Mission Road, Cranbrook, BC, V1C 7E5 e-mail: iwinter@aqam.net Fax: 250-426-8935

Closing Date: This position will remain open until the right applicant is found. Thank you to all those that apply, however only those selected for an interview will be contacted. Preference will be given to candidates of Ktunaxa or other First Nations ancestry. If you are a Ktunaxa citizen who is interested in this opportunity but do not feel you have the necessary qualifications, please contact the Ktunaxa Nation Council Education and Employment Sector.