



JOB OPPORTUNITY

INFORMATION TECHNOLOGY NETWORK TECHNICIAN

The Immigrant Services Calgary is seeking an Information Technology Network Technician to assist with maintaining computerized and electronic data management systems including hardware components. This key role is a full-time position, 37.5 hours per week, and reports to the Administration Manager.

Duties will include:

- maintaining agency computer network system
- provide desktop support for users
- troubleshooting hardware and software issues
- installation and tracking of system upgrades
- ensure maximization of system performance
- liaise with information technology support business partners
- act as an internal resource for employee use of computerized technology
- inventory control
- generate reports as needed
- contribute to website development and maintenance
- maintaining telephone and office security system

The successful applicant will have the following qualifications:

- Degree, Diploma, or Certificate in Computer Science and/or equivalent experience
- understanding Windows 2003 Active Directory
- knowledge of VMware is an asset
- good communication and organizational skills
- attention to details and maintain confidentiality
- cultural sensitivity an asset

Please email your résumé and cover letter to:

Human Resources: Immigrant Services Calgary
#1200, 910 – 7th Avenue SW
Calgary, AB T2P 3N8
Fax: (403) 705-3430 or Email: careers@immigrantservicescalgary.ca

Thank you for your interest. Due to the high volume of applications only candidates short-listed will be contacted. All positions are pending funding and may remain open until a suitable candidate is found.