



Sandy Bay Child and Family Services Inc

invites applicants for a

System Administrator Position Portage La Prairie Sub-Office

1 Full Time Position

Position Summary: We are currently hiring a System Administrator who will be responsible for supervising the operations of a computer network for our Agency and maintaining servers. They will be responsible for the maintenance, configuration, and reliable operation of computer systems, our software, hardware, networks, and servers.

Responsibilities & Duties:

- Maintain essential IT operation, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware.
- Ensuring the integrity of data storage and backup systems.
- Responding immediately to security or usability concerns.
- Anticipating potential problems and taking action to solve them before they impact users when possible.
- Testing software and reviewing application logs.
- Adding, removing, or updating user information such as logins and passwords.
- Documenting the network's configuration.

Qualifications:

- Bachelor's Degree in Computer Science, Information Technology, or a closely related field, or equivalent experience required.
- Two years work experience in a related field of service.
- Strong knowledge of systems and networking software, hardware, and networking protocols.
- Excellent work record/history.
- Good time management and organizational skills.
- Must have a valid driver's license, access to a reliable vehicle, and willing to travel.
- The ability to speak the Ojibway language would be an asset.

**This position will be subject to a Criminal Record Check, Child Abuse Check and Prior Contact Check.
Remuneration commensurate with education and experience.**

Please submit Resume and Cover Letter to:

Angel Ames
Human Resources Administrator
Sandy Bay Child & Family Services
P.O. Box 105 Marius, Manitoba R0H 0T0
Fax: (204) 843-2696
Email: angel.ames@sbcfs.org

Closing date: September 23, 2021

(We thank all applicants, but only those selected for an interview will be contacted)