

**EMPLOYMENT OPPORTUNITY  
INTERNAL/EXTERNAL POSTING**

**Position:** IT Helpdesk Analyst

**Summary:** Reporting to the Matawa First Nations Manager, IT Services, the **IT Helpdesk Analyst** will provide support services to all end users, contractors and other third parties who may need access to the Matawa corporate network and its systems.

**Qualifications / Requirements:**

The incumbent must have proficient knowledge in the following areas:

- A post-secondary degree or diploma in Information Technology or computer science; or equivalent;
- A minimum of 3-years' experience in a technical support position;
- A solid understanding of the following:
  - Operating systems: Windows 10 and later; Windows Server 2019 and later; and MACOS
  - VMware 7.0 and later
  - Redhat Linux (considered an asset)
  - SonicWall Administration (considered an asset)
  - Microsoft 365 Administration
- Proficiency in Active Directory and other Microsoft Server management tools;
- Strong knowledge of TCP/IP network configuration, security, and remote access management;
- Understanding of the design, configuration and support related to local area networks;
- Must provide Criminal Reference Check and Vulnerable Sector Check;
- Require proof of a valid driver's license, as well as having access to a reliable and personal vehicle upon being hired.

Please visit our website at [www.matawa.on.ca](http://www.matawa.on.ca) for a full detailed job description and required qualifications.

**Salary:** We offer a competitive salary and benefits package to commensurate with education and work experience.

*Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.*

Please submit cover letter with resume and three employment references to:

Matawa First Nations Management

**RE: IT Helpdesk Analyst**

Mail: 233 Court St S, Thunder Bay, ON P7B 2X9

Email : [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

**Closing Date:** Wednesday December 7, 2022 by 4:30 PM EST