



**BIMOSE**  
TRIBAL COUNCIL

**HEAD OFFICE:**  
Washagamis Bay 38A  
P.O. Box 1200  
Kenora, Ontario  
P9N 3X7

**CENTRAL OFFICE:**  
598 Lakeview Drive  
Kenora, Ontario P9N 3P7  
Ph: (807) 468-5511  
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**-EMPLOYMENT OPPORTUNITY-**  
**-Data Management Technician –**

**PROGRAM:** First Nation Student Success

**LOCATION:** KENORA

**SUMMARY:**

The Data Management Technician is responsible for the co-ordination and inputting of all data and maintenance of the data-bae(s) for the Bimose Tribal Council First Nation Student Success Program initiative.

**DUTIES:**

- PC Technician – provide support and assistance to IT Service Technician.
- Provide “Helpdesk” support to staff.
- Apple support and training including existing apple resources with smart technology equipment
- Smart technology support including new installs and maintenance of equipment and resources.
- DADAVAN Administrator and support.
- Office 365 Administrator.
- Network deployment, overhaul and support.
- Mentor and support youth in the Information Technology field.

**QUALIFICATIONS:**

- Post-secondary education in Information Technology or equivalent.
- Experience in data management or information technology
- Industry standards certification(s)

**SALARY:** to commensurate with education and experience

Along with their resume and cover letter applicants must submit a current criminal record check and three references with at least one from their last place of employment. A cover letter and a resume with three professional references must be submitted by **Tuesday, March 26, 2019 at 4:00 PM.**

**PLEASE SUBMIT APPLICATION BY MAIL, E-MAIL, IN PERSON, OR FAX TO:**

**HIRING COMMITTEE**  
C/o Bimose Tribal Council Inc.  
598 Lakeview Drive  
Kenora, ON  
P9N 3P7