



# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

P.O. Box 94,  
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## EMPLOYMENT OPPORTUNITY COMPUTER SUPPORT TECHNICIAN Ref #01-01-0321

**The Job:** Reporting to the Director of Information Systems, you will provide technical troubleshooting for software and related equipment including telephone, fax, photocopy machines and other office equipment. This position also involves ensuring that websites are current and information is posted in a timely manner. You will be the webmaster for the community and government websites.

### Main Duties:

- Assess, diagnose and solve computer hardware, software and related peripheral equipment problems in a Windows environment.
- Provides computer, telephone, fax, photocopier, other office equipment and system support as required.
- Maintains all websites and acts as webmaster for the community website to ensure that the website functions properly, and carries accurate and applicable information including photos and graphics.

**Qualifications:** We are looking for someone who has grade 12 or equivalent supplemented by two-three years of experience working within a technology environment. Proven mathematical skills are essential. The ability to understand the technical aspects of Windows and MS Office including outlook along with proficiency in Excel is necessary.

*An underfill situation will be considered for someone who demonstrates good mathematical skills, is enthusiastic about working with information systems and can adapt well to a fast-changing environment.*

You will be required to provide your own housing.

**Salary Range:** \$70,606.00 – \$84,720.00 including a remote living allowance of \$8200.00 per year. Total hourly rate: \$41.78 - \$50.13. per hour

**Status:** Full-time

Please send cover letter and resume to:

Crystal Linklater  
Human Resources Manager  
Vuntut Gwitchin First Nation  
Box 94, Old Crow Y.T. Y0B 1N0  
E-mail: [Jobs@vgfn.net](mailto:Jobs@vgfn.net)

Posting Date: March 04, 2021

Closing Date: March 12, 2021

*Preference will be given to qualified Vuntut Gwitchin Citizens.*