



requires an

OFFICE SYSTEMS SUPPORT TECHNICIAN
(permanent, part time / .5 EFT)
ADMINISTRATION DEPARTMENT

The Family Centre is a private, accredited, not for profit agency dedicated to strengthening families and building healthy and supportive communities.

RESPONSIBILITIES: The Office Systems Support Technician provides support for the information, technology and communication systems of the agency at its Portage Place and Family Resource Centre locations. Tasks include day to day support of Agency information systems and technology, network administration, telephone, voicemail and mobile phone support, as well as other technology and information projects. As time permits the successful candidate may assist the Statistical Technician with data entry, report generation or statistical analysis.

QUALIFICATIONS:

- Minimum grade 12 or equivalent
- Diploma or Certification in IT Systems Management or Network Administration
- Two years demonstrated experience working with IT systems, office systems and user support.
- Ability to work effectively with users at different levels of computer proficiency.
- Organization and attention to detail
- Analytical and problem solving skills.
- Ability to prioritize work, set work schedule, and work independently while maintaining proper records and communication with supervisor.
- Ability to work in a team environment in collaboration with peers and supervisory staff.
- Sensitivity to cultures and lifestyles other than one's own

FULL TIME SALARY: \$27,187 - \$35,777 depending on qualifications and experience (prorated for part time)

Please apply in confidence to:

Catherine Thiessen, Director of Finance and Administration
The Family Centre of Winnipeg
401-393 Portage Avenue Winnipeg, MB R3B 3H6
thiessen@familycentre.mb.ca

*Previous applicants are invited to re-apply
Only those selected for an interview will be contacted.*

We are an Equal Opportunity Employer

POSTED: October 6, 2011