Job Title:	IT Technician	Job Category:	Technician
Department/Group:	IT Program	Job Code/ Req#:	N/A
Location:	Saddle Lake IT office	Travel Required:	Yes
Level/Salary Range:	Dependent on Qualifications	Position Type:	Salary
Reports To:	IT manager	Date Posted:	January 22,2026

Job Description

OVERVIEW

The Saddle Lake Cree Nation IT Program is seeking a skilled IT Technician to provide technical support and services to our community. As an IT Technician, you'll be responsible for troubleshooting and resolving hardware, software, and network issues, ensuring minimal disruption to our operations. You'll work collaboratively with our team to maintain and improve our IT infrastructure.

Key Responsibilities:

- Provide technical support for desktops, laptops, printers, and other IT equipment
- Install, configure, and maintain software and hardware
- Troubleshoot network connectivity issues and resolve problems
- Manage and maintain servers, including backups and updates
- Develop and implement IT policies and procedures
- Provide training and support to staff on IT systems and software
- Collaborate with other teams to implement IT solutions
- Stay up to date with industry trends and best practices

Requirements:

- Diploma or degree/certification in IT or related field
- 1+ years of experience in IT support
- Strong troubleshooting and problem-solving skills
- Excellent communication and customer service skills
- Experience with Windows and Linux operating systems
- Knowledge of networking fundamentals and cybersecurity best practices

Preferred Qualifications:

- Certification in IT (e.g., CompTIA A+, Network+)
- Experience with Indigenous community IT programs

What We Offer:

- Competitive salary: depends on level of qualification
- Comprehensive benefits package
- Opportunities for professional growth and development
- Collaborative and supportive work environment
- Serving a vibrant Indigenous community

How to Apply:

Submit your resume and cover letter to ammar@saddlelake.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted

REPORTS TO:

IT Manager
There is a six-month probationary period for this position.

This Job Posting is extended for another Posting period. Please send all resumes electronically to
ammar@saddlelake.ca
By the end of business day, February 16, 2026, with all the requirements.

Closing date February 16, 2025

Successful screened applicants will be contacted via email