



Membertou

WELCOMING THE WORLD!

EMPLOYMENT OPPORTUNITY

Job Title: Network Administrator (Full Time)
Department: Data Centre/IT Department
Reports To: Director of IT/Data Centre
Salary: Commensurate with experience

Purpose:

The Membertou IT Department/Data Centre is seeking a skilled Network Administrator to join our dynamic Data/IT team. The ideal candidate will be responsible for managing and maintaining our organization's systems and networks, ensuring optimal performance and security. This role requires a proactive approach to system management, troubleshooting, and collaboration with various teams to support our infrastructure needs.

Duties & Responsibilities:

- High level understanding and experience of networking such as VLANs, firewalls, Cryptography, IPsec, TCP/IP (LAN & WAN), DNS, DHCP, NAT, wireless, subnet masking, VOIP, security, hardware, etc.;
- Knowledge and experience with network cabling such as premise wiring and fiber optics.
- Experience with Cisco IOS and programming switches, routers and firewalls via command line and GUI.
- Network troubleshooting, maintenance and monitoring.
- Be able to identify network security risks and implement solutions.
- Experience with Windows Server, Windows, UNIX, Linux and server virtualization.
- Data Centre experience considered an asset.
- Network planning, expansion and implementation.
- Scripting and automation (e.g. Python, bash, PHP).
- Complies with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Other department related duties are as required by the Director.

Qualifications:

- Minimum 3-5 Years experience in networking administration and engineering
- IT-related degree OR equivalent hands-on experience
- Preference will be given to Certified Network Professionals.
- Must provide Criminal Record Check / Vulnerable Persons Check
- Must be competent in completing reports & clearly convey network designs, port maps, cable plans
- Excellent communications, time management, organization, troubleshooting and team working skills
- Ability to handle sensitive and complex situations with sound judgment, tact and discretion
- Ability to work with sensitive information and maintain confidentiality
- Ability to speak Mi'kmaq is considered an asset.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Priya Murali Shyla
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday July 11th, 2025, at 4:30 PM AST.

***Thank you for applying, however, only those selected for an interview will be contacted.
Membertou reserves the right to pause, extend or revoke this posting at any time without notice.***