



IT Analyst

Employment Opportunity

Position Title:	IT Analyst
Reports To:	Chief Finance Officer
Hours:	35 hours per week
Wage:	\$\$32.33 - \$42.43 per hour <i>(starting wage commensurate with experience)</i>
Status:	Full-time Permanent
Start Date:	ASAP
Benefits:	Comprehensive benefits package RRSP matching
Location:	Burns Lake, BC

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a dynamic IT Analyst to join our fun and fast-paced team! As an **IT Analyst**, you'll be the go-to person for all things tech, ensuring our systems are running smooth and up to date.

The **IT Analyst** is responsible for analyzing and evaluating Lake Babine Nation's systems to meet our administrative and business needs.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Design and implement efficient IT solutions
- Troubleshoot and resolve technical issues swiftly
- Collaborate with other departments to understand their IT requirements
- Maintain and upgrade existing systems to improve performance

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Bachelor's degree in Computer Science, Information Technology, or related field
- 2+ years of experience in IT analysis or a similar role
- Strong problem-solving skills and attention to detail
- Excellent communication and teamwork abilities



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- Proficiency in various programming languages and software tools
- Ability to manage multiple projects simultaneously here

Skills & Abilities

- Technical troubleshooting skills
- Process improvement initiatives
- Data analysis and interpretation
- Systems testing, maintenance and quality assurance
- Business intelligence
- Cybersecurity fundamentals

Position-Specific Competencies

- Analytical Ability: Approaches problems quantitatively by defining and tracking key metrics to make data-driven decisions.
- Problem-Solving: Displays critical thinking and problem-solving abilities to break down problems into component parts and identify product or project metrics.
- Technical Proficiency: Proficiency in database management systems, programming languages and knowledge of cloud computing technologies.
- Communication Skills: Excellent communication and interpersonal skills to provide support and training to end-users.
- Collaboration: Strong collaboration skills to work with stakeholders to identify technology needs and ensure data security and compliance with regulatory standards.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- Office setting with some travel to our other community locations may be required.



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Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources

Email:

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.