

Entrusted with supplying safe, reliable and efficient energy to the citizens of Nunavut, through both traditional and alternative sources, **Qulliq Energy Corporation (QEC)** offers many opportunities for those seeking to convert their skills and expertise into professional success. Sounds like you? Join our team. Wide-open spaces, rewarding work in a variety of settings, and the chance to contribute to the well-being of all Nunavummiut will bring new energy to your career – now and in the future.

ENTERPRISE SYSTEMS SPECIALIST

BAKER LAKE, NU – Ref. No. QEC-18-061 (One year term position)

An analytical problem-solver with strong interpersonal skills and expertise in ERP software and relational databases, you're ready to play a pivotal role in supporting the effective use of enterprise software systems while ensuring secure and reliable data access and quality.

Reporting to the Director of Information Technology, you will administer, monitor and support corporate database resources and services across the organization – from assisting with the design and installation of enterprise system software, to monitoring, maintaining, and refining the performance of production enterprise software. Detail-oriented and adept at balancing competing priorities, you will ensure that all system activities comply with internal QEC policies, regulatory requirements and software licensing laws.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Providing daily support to internal enterprise software systems users, including development of selfserve support resources, and documenting incidents and resolutions;
- Working with vendors and software partners on general support requirements;
- Assisting with scheduled system upgrades, and preventive maintenance of enterprise software systems and related corporate databases;
- Developing best practices for internal users and business units to ensure efficient use of systems;
- Ensuring security, stability and reliability of data access and data quality across QEC via ongoing database support and maintenance;
- Determining end-user requirements for reports, forms, queries and data extraction, and developing and deploying related policies, procedures and tools per established business processes;
- Providing end-user training on the effective use of enterprise systems, databases and resources;
- Monitoring database system details, developing storage procedures, monitoring execution time and implementing efficiency improvements;
- Responding to, and resolving, database access and performance issues;
- Assisting in developing, implementing and maintaining change controls and testing processes for modifications to all enterprise software systems;
- Maintaining detailed, accurate records of enterprise software systems setup, structure and security;
- Ensuring up-to-date documentation on systems policies, procedures and processes; and
- Reporting on enterprise software systems maintenance, upgrades and outages.

REQUIRED QUALIFICATIONS INCLUDE:

- Diploma in Information Technology, Database Management or a similar field of study;
- Three (3) years of experience in a software system specialist, administrator, analyst or similar role;
- Advanced ERP software experience (Microsoft Dynamics Great Plains preferred);
- Strong understanding of client-server computing and relational database structures, theories, principles and practices;
- Strong knowledge of reporting and guery tools and practices;
- Strong knowledge of applicable data privacy practices and laws;
- Ability to conduct research into database issues, standards and products;



- Strong data and report analysis, technical documentation and time management skills; and
- Proficiency with computer applications, i.e., MS Office, Adobe, and the internet.

Equivalencies consisting of a combination of related education and experience may be considered.

ASSETS:

- Experience with utility billing;
- Knowledge of Nunavut, including the language, land and culture; and
- Ability to speak Inuktitut, Inuinnaqtun and/or French.

We offer a competitive salary range of \$84,649 to \$98,182 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$24,381 per annum. This position is included in the Nunavut Employees Union. Subsidized staff housing is available.

Preference will be given to Nunavut Inuit.

Note: Applicants for this competition may be considered for future employment with QEC.

Apply in writing, by November 23, 2018, to: hr@qec.nu.ca

or by mail to: Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

qec.nu.ca