

Computer Support Technician

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) regulates petroleum-related activities in the Canada-Newfoundland and Labrador Offshore Area on behalf of the federal and provincial governments. Legislation currently before Parliament will be mirrored by the provincial government to expand our mandate to include offshore renewable energy projects as the Canada-Newfoundland and Labrador Offshore Energy Regulator (C-NLOER).

The C-NLOPB (soon to be the C-NLOER) provides regulatory oversight of the offshore energy sector in the areas of health and safety, environmental protection, resource management and Canada-Newfoundland and Labrador benefits.

The C-NLOPB invites applications for the position of **Computer Support Technician**. Reporting to the Help Desk Lead, this position will:

- Provide desktop, printer and mobile device technical support to end users
- Image and configure new Windows 10 desktops, laptops and workstations
- Maintain existing hardware and software inventory systems
- Maintain and monitor meeting room video conferencing equipment
- Develop and maintain technical documentation
- Assist with maintaining application license managers
- Assist with the physical network infrastructure
- Participate in various projects and initiatives
- Other IT related duties as required

Candidates must possess at minimum a two-year diploma in a computer related field. Knowledge of desktop operating systems and video conferencing systems is required. Strong analytical and communication skills are essential. Candidates must be well organized, team focused and have the ability to work with minimal supervision. The ideal candidate is enthusiastic and energetic with a focus on customer service and end user satisfaction and has a desire to learn new and exciting IT skills.

Interested persons may submit an application by **April 10, 2024** to:

Human Resources Manager
Canada-Newfoundland and Labrador Offshore Petroleum Board
240 Waterford Bridge Road, Suite 7100
The Tower Corporate Campus – West Campus Hall
St. John's, NL A1E 1E2
E-mail: careers@cnlopb.ca

Any personal information you submit to the C-NLOPB in support of an application for employment is protected under privacy legislation. Our complete Privacy Statement and further details about the C-NLOPB can be accessed on our website at <http://www.cnlopb.ca>.

The C-NLOPB values a diverse workforce.