



# THE Accent

Prince Edward Island Union of Public Sector Employees

## ***Job Opportunity: Information Technology Coordinator***

The 5000 member union with its head office in Charlottetown, PEI is seeking an Information Technology Coordinator. This professional and administrative position entails work in the field of Information Technology with experience, knowledge, and skills in the area of administrative support.

This position is to be responsible, with the President, for the programming of the Union's technology including the troubleshooting and maintenance of all IT equipment, software, data base and website; as well as carrying out various clerical duties required by the union.

### **Duties to include:**

- providing all end user support, server maintenance, and networking for the PEI UPSE office
- providing clerical and administrative support

### **Desired qualifications:**

- a proven record to work in a professional environment with proven ability to work in a fast paced organization with little supervision,
- strong abilities to trouble shoot, support and maintain all IT requirements
- ability to perform administrative duties as required by the organization
- recognized IT or computer studies program graduate with experience , knowledge and skills in the area of administrative support

**Salary:** as per the Public Sector Employee Staff Union collective agreement

**Apply:** submit resume and the names of two references in a sealed envelope marked - "Personal and Confidential" and addressed to: **Chair, PEI UPSE Staff Relations Committee, 4 Enman Crescent, Charlottetown, PE C1E 1E6**

***Applications must be received by February 21, 2012***

The Accent is an internal publication of the Prince Edward Island Union of Public Sector Employees. Comments, questions, concerns and suggestions should be sent to: Mark Barrett, PEI UPSE Communications and Campaigns Officer, at mbarrett@peiupse.ca.

902-892-5335 or toll free 1-800-897-8773 (1-800-897-UPSE), Fax: 902-569-8186, Email: peiupse@peiupse.ca

Note to members distributing The Accent:

Because the material contained in this publication is often of a time-sensitive nature, please post or distribute it as soon as possible.

*PEI UPSE is proud to represent over 5000 members in the public and private sectors.*