

**OPERATION ANALYST
SUMMER STUDENT – FULL TIME TERM**

Reporting to the System and Client Support Supervisor, the Operation Analyst summer student is responsible for providing technical and non-technical operational support to Manitoba Liquor & Lotteries end users and to First Nations casinos within Manitoba. Using prescribed Information Technology Infrastructure library process methods; this position leads in providing operational support and user management and provides support by all the lower level tier positions.

Duties:

- Execute Start of Day Procedures.
- Verify system backups and system availabilities.
- Perform desktop and peripheral support.
- Monitor server to ensure operational performance and maintenance.
- Conduct inventory management.
- Provide project support where required.
- Administer server backup.
- Encourage a climate that supports diversity.
- Other duties as assigned.

Primary Qualifications:

- Minimum of 1 year completed education in a Post-Secondary Institution with a focus towards Information Technology or Network Technology.
- Effective communication skills (both written and verbal).
- Excellent customer service skills
- Knowledge of Windows OS, Office Suite applications and troubleshooting skills.
- Knowledge of A+, Network+, Linux+, CCNA, MCITP, MCTS, RHCE, OCA.
- Must maintain a valid class 5 driver's license.
- Intermediate skills in Microsoft Office (Word, Excel, Outlook)
- Core competencies for this position include customer service, teamwork and cooperation, communication, self-development and initiative, valuing diversity, integrity and building trust, achieving quality results, technical/professional knowledge. These competencies are deemed important for the success of the position.

Interested Individuals should apply by submitting a current resume and application to:

Email: careers@mbl.ca

All applications are due by February 15, 2024.

We thank all interested applicant, however, only those selected for interviews will be contacted.