



Contract Employment Opportunity

We are recruiting for an **Information Systems Technician**. This 'hands on' position requires an independent self-starter with superior knowledge of things related to information systems including but not limited to: setting up hardware, maintaining networks, liaising with external vendors, IT helpdesk and support, telephone systems, social media, website development and a wide range of special projects.

This six-month contract could lead to an extension or full time regular employment.

About Us...

North Kent Mutual Insurance is a community based mutual insurance company that is owned and Operated for the benefit of the policyholders. We invest in local projects and support what matters most to our policyholders. The company has remained strong throughout the years and although the roots are agricultural, today we offer a full range of home, auto, business and farm insurance. The main office (and this position) is located in **Dresden, Ontario**, with agents available throughout southwestern Ontario

Qualifications:

- Must have a minimum 2-year computer science or related diploma from a recognized community college or equivalent education (Student and Co-op students welcome to apply).
- Excellent oral and written communication skills
- Strong analytical skills for decision-making and problem solving
- Ability to prioritize workload for multiple tasks
- Ability to interact with a variety of different staff and policyholders in a professional and
- Respectful manner
- Attention to detail
- Willing to learn new tasks
- Cooperative and able to work as part of a team
- Ability to follow direction with minimal supervision

Those interested in this opportunity can forward a resume confidentially outlining their background and experience by 4:00 pm on September 29, 2017 to Henry Miller, CEO, via email: henry@nkminsurance.com

Accommodations for job applicants with disabilities are available on request. To request any accommodations please specify in your application. Only qualified candidates will be contacted.