



## Job Posting – IT Assistant

[MLTC Industrial Investments LP](#) (MLTC II), located in Meadow Lake, Saskatchewan, is Canada's largest 100% First Nation-owned integrated forest product manufacturing enterprise. MLTC II is the active business agent on behalf of [MLTC Resource Development Inc.](#) (MLTC RDI).

MLTC II exists to create successful economic development through business investment that will generate wealth, opportunity, health and prosperity for our shareholders – the nine First Nations of the Meadow Lake Tribal Council (MLTC). MLTC II provides executive, managerial and treasury support directly to the operations of [NorSask Forest Products LP](#), [NorthWind Forest Products LP](#), [NorthWind Wood Treatment Inc.](#), [MLTC Bioenergy Centre](#) and the [MLTC Solar Energy LP](#).

Reporting to management, the IT Assistant will provide hands-on technical support for servers, networks, computer systems, cybersecurity, and specialized operational technologies. The successful candidate will work closely with employees, supervisors, management, and operational teams to troubleshoot technical issues, maintain systems, and support ongoing technology improvements.

This is an excellent opportunity for an individual who enjoys problem-solving, takes initiative, and is looking to grow their career in information technology.

### Position Details:

- a) Permanent, full-time position;
- b) Competitive salary;
- c) Comprehensive pension and health benefits package;
- d) Start date: November 16, 2026 or as mutually agreed upon

### Reports to:

MLTC Industrial Investments IT Administrator

### Location:

Meadow Lake, SK, Canada

### Key Responsibilities:

- Monitor, maintain, and optimize IT infrastructure, including Windows servers, networks, wireless access points, and related systems.
  - Configure, deploy, and maintain employee workstations, laptops, user accounts, and access permissions.
  - Perform routine system updates, security patching, data backups, and recovery checks.
  - Troubleshoot hardware, software, network, and connectivity issues in a timely and effective
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manner.

- Support cybersecurity measures, endpoint protection, multi-factor authentication, VPNs, and remote access systems.
- Maintain IT equipment inventories, software licenses, system documentation, and security records.
- Provide technical support for security cameras, telephone systems, copiers, websites, and specialized operational software both in an office environment and industrial locations.
- Research and recommend technology solutions to improve system reliability, security, and efficiency.
- Collaborate with management and operational teams to support technology requirements across multiple business entities.
- Perform other related duties and projects as required.

### Qualifications:

- Technical certificate in Information Technology, IT Administration, or a related field.
- One to two years of IT system administration experience.
- Knowledge of Windows servers, workstations, networking, and user account administration.
- Understanding of cybersecurity, system backups, software updates, and access controls.
- Strong troubleshooting, analytical, and problem-solving skills.
- Effective verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently, demonstrate initiative, and collaborate effectively with a variety of teams.
- Willingness to learn new technologies and support specialized software and industrial systems.

### Candidate Attributes:

- a) Strong written and verbal communication skills
- b) Excellent attention to detail
- c) Self-Motivated
- d) Leadership
- e) Reliable and Accountable

### Why Join Us?

- Competitive salary and benefits package
- Opportunity to work in a dynamic and supportive team environment
- Room for continuous learning and personal growth

If you are a strategic thinker with a passion for creating sustainable economic opportunities and building strong partnerships, we encourage you to apply.

### MLTC Commitment to Employment Equity:

*MLTC is committed to fair and equitable hiring and fully supports the federal [Employment Equity Act](#).*

*MLTC hires on merit, based on an applicant's qualifications and experience.*

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*MLTC strongly encourages qualified equity group members (women, Indigenous peoples, persons with disabilities and members of visible minorities) to apply for employment with MLTC, and to declare their designated equity status so that we can monitor our progress towards a more representative workforce.*

*MLTC, and its affiliated companies, adheres to the principle that employment equity means more than treating persons in the same way but also often requires special measures and the accommodation of differences. MLTC, and its affiliated companies, will strive to achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability. MLTC will, in the fulfilment of that goal, correct for the conditions of disadvantage in employment experienced by women, Indigenous peoples, persons with disabilities and members of visible minorities.*

### **Interested in applying?**

- a) Apply with a cover letter and resume;
- b) In your cover letter, please describe why you are applying and how you see yourself being a good fit for this role;
- c) Three references will be requested if you are invited to the interview stage;
- d) While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

### **Send application via email to:**

Jenalee Blatz; HR Manager  
MLTC Industrial Investments LP  
8191 Flying Dust First Nation  
Meadow Lake, SK  
S9X 1T8  
Email: [jenalee.blatz@mltcii.com](mailto:jenalee.blatz@mltcii.com)

**Closes November 1, 2026 @ 8:00 PM CST**

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