



YUKON ENERGY CORPORATION
ERP Systems Administrator- Whitehorse
Position # 90-06

The Opportunity: ERP Systems Administrator

Permanent, Full-Time bargaining unit position, based out of Whitehorse, Yukon.

Who we are: Yukon Energy is the main generator and transmitter of electrical energy in the territory. Our plant facilities are on the Traditional Territory of Yukon First Nations. There are 14 First Nations in the territory, and we are proud to work within these Traditional Territories in all our business operations.

What will you do: Reporting to the IT Manager, the ERP Systems Administrator, to manage and support our organization's Enterprise Resource Planning (ERP) system. The successful candidate will be responsible for maintaining and troubleshooting the ERP system, configuring, and deploying updates and enhancements, managing user accounts and permissions, and ensuring data security and compliance. This position provides support to both the network and systems functions and must be able to work in a varied fast paced environment. Flexibility is a necessity. All work shall be carried out and properly documented in accordance with Yukon Energy's policies, guidelines, and procedures.

What you need to succeed:

- Bachelor's degree in computer science, Information Technology, or related field.
- 3+ years of experience in ERP systems administration, with a focus on systems such as Microsoft Dynamics GP.
- Strong understanding of ERP system architecture, modules, and components.
- Familiarity with ERP system integration with other enterprise systems, such as EAM, HRIS, and financial systems
- Experience in setting up and maintaining Microsoft Online and Microsoft Cloud services.

Compensation: Level 10: \$52.55- \$62.76 per hour plus Northern Allowances.

What is in it for you:

- Northern Allowance: \$6,650 + 5% Base Pay added to Base Salary,
- Comprehensive Benefit Package that begins the first day of employment,
- 4 weeks of vacation leave, 4 weeks of sick leave, 40 hours of special leave,
- RRSP Match begins first day of employment,
- Travel Allowances for employee and their spouse and dependent(s),
- Annual Mental Wellness Benefit,
- Relocation Assistance,
- Cell Phone Subsidy,
- Training and Development opportunities,
- Opportunity to be a part of something larger and help the Yukon community.

To apply, submit a covering letter and resume to People & Culture via email at hr@yec.yk.ca. The posting will remain open until the position is filled.

For more information on Yukon Energy and a full job description, please go to <http://www.yukonenergy.ca>

Applicants must be legally entitled to work in Canada for any employer.

Date Posted: May 9, 2024