

Information Technology – Summer Student Opportunity

Job ID: IT-25-137

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, approximately one hour north of Newmarket along the shores of Georgian Bay.

We are looking for a highly motivated student to join our team at our head office in Newmarket.

Why do you want to work for us?

Our team is dedicated to teaching you valuable background information about working in a utility, and you will be exposed to many functions of Information Technology within our organization. We know you will enjoy working with our amazing staff at NT Power, come join our team!

POSITION SUMMARY

Our Information Technology and Systems teams are responsible for planning, designing, operation and maintenance of the NT Powers IT hardware and software systems. As a summer student, you will be exposed to the following:

1. Assist with IT asset control, this includes the addition and removal of IT assets from our systems.
2. Assist with basic troubleshooting of IT/IS systems and software.
3. Assist with helpdesk ticket resolutions and support.
4. Testing IT business procedures and processes.
5. Participate in the implementation of new software applications and systems.
6. Participate in software application migrations.
7. Assist in the development of procedural documentation for systems and software.
8. Perform other duties as assigned.

Qualifications

- Enrolled in an Information Technology or related program at the University or College level.
- Experience with Windows 10, Windows 11, iOS and MacOS.
- Experience with Microsoft Office 365 (Excel, Word)
- Applicants must have an excellent safety and attendance record, and strong safety awareness.
- Must be a highly motivated team player with strong interpersonal and communication skills to interact with both internal and external clients.

APPLICATION INFORMATION

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>. Please include the position title and the job ID number in the subject line of your e-mail. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

Newmarket-Tay Power Distribution Ltd., doing business as:



590 Steven Court
Newmarket, ON L3Y 6Z2
www.NTPower.ca

APPLICATION DEADLINE FOR THIS POSITION IS MAY 7, 2025, BY 4 P.M.

Candidates are required to disclose NT Power employees who are immediate family members prior to the interview.

Successful candidates will be required to obtain a criminal verification screening as a condition of employment.

NT Power is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.