

# ADMINISTRATION

Positions in the Forest Products Industry



## IT SPECIALISTS

*it associate, it administrative support, network administrator, information system superintendent, it assistant, communication systems design manager, computer systems analyst, computer systems development manager, director of technology management, informatics security analyst information systems business analyst, it (information technology) development manager, management information systems (mis) analyst manager, computer system operations, systems implementation manager - computer systems*

Information technology specialists use their computer skills in a variety of ways in the forest products industry. Managing land-related data with geographic information systems (GIS) is a key duty. IT specialists also maintain computer networks, run databases, record data in the field, and manage software applications.

Working as an IT specialist might also require you to develop and implement information systems. You may also provide technical support and troubleshooting services to staff.

Working as an IT specialist opens up the opportunity to move up to supervisory or managerial positions.

### KEY RESPONSIBILITIES



IT specialists perform a wide range of responsibilities.

On any given day, you might:

- Confer with clients to identify and document requirements
- Design, develop, integrate and implement information systems
- Provide advice on information systems strategy, policy, management, security and service delivery
- Develop and implement policies and procedures throughout the software development life cycle to maximize the efficiency
- Conduct reviews to assess quality assurance practices, software products and information systems

### EDUCATION AND TRAINING



A bachelor's degree in computer science, computer systems engineering, software engineering, business administration or a related discipline will open up an array of opportunities in the forest products industry. You can also opt for a college program in computer science. Certification or training from software vendors will also enhance your options.

Here is a complete list of Canadian Universities and Colleges:  
[thegreenestworkforce.ca/education](http://thegreenestworkforce.ca/education)

#### Notice

The requirements listed are generally required qualifications for this Career Type. The qualifications may vary based on the employer and/or the geographic location of that job.

### THIS JOB IS RIGHT FOR YOU IF:



- You want to live an oversized life in one of Canada's beautiful forest communities
- A sense of community is important to you
- You like variety and learning new things
- You want to make a difference working in a green job
- You like computers
- You take a systematic approach to problems
- You have an eye for details
- You like numbers

### DARE TO COMPARE

See how much time and money you would save by moving to a forest community.

[thegreenestworkforce.ca/compare](http://thegreenestworkforce.ca/compare)

**If you want good pay, opportunities to learn on the job, a great lifestyle and the chance to work in Canada's Greenest Workforce, then the forest products industry is right for you.**

FIND OUT MORE AT [THEGREENESTWORKFORCE.CA](http://THEGREENESTWORKFORCE.CA)



Funded by the  
Government of Canada

