

Position:	IT Coordinator
COMPANY:	Action Group
LOCATION:	Lacombe
HOURS:	Full-time; 40 hours/week; Monday – Friday 8 am – 4 pm
SALARY:	\$30.00/hour
REQUIREMENTS:	<ul style="list-style-type: none"> • Valid driver’s license and reliable vehicle • Minimum 2 years of experience • Relevant degree or diploma is preferred • Skilled in Microsoft cloud environment, including Entra, Hello, Sharepoint, Exchange, PowerBI, Power Automate, and Office Suite, Win 11 PC, cellphone, tablet, security router, cameras, and related networking gear break/fix • Strong interpersonal skills
DUTIES:	<ul style="list-style-type: none"> • First line of support for upwards of 450 users and 150 devices • Support provided remotely and on site across multiple locations in Red Deer, Lacombe, Ponoka, and Stettler
POSTING DATE:	February 5, 2026
CLOSING DATE:	Open until a suitable candidate is found
HOW TO APPLY:	Submit resume to Action Group Human Resources by email to recruitment@action-group.org