



YOUR POTENTIAL. OUR POSSIBILITIES.

OPPORTUNITIES FOR MASTERS OF LIBRARY AND INFORMATION SCIENCE GRADUATES

At Petro-Canada, we empower our people to make decisions. You will have the opportunity to grow your potential across a breadth of challenging job possibilities designed to accelerate your education and career.

From day one, you will be engaged in meaningful work where you can make a difference. Our goal is for you to acquire a breadth of skills and knowledge with us, building a framework for a vibrant career.

While all graduate roles are based in Canada, we have a global portfolio of businesses that can provide you with the opportunity to work in various areas as you progress in your career.

Opportunity

Petro-Canada is embarking on a global deployment of an electronic document management solution. We're looking for **1 Year Contract - Electronic Records Analysts** to help us introduce and implement this cutting-edge technology to all levels of our organization.

You will be part of a diverse team of information management specialists and project managers who will work with local coordinators and staff to classify documents into a managed and functional structure. You will gain insight into Electronic Records Management in the Oil & Gas industry, while gaining valuable experience towards your career. Petro-Canada is ahead of its time with this new technology, come and be a part of this legacy.

Electronic Records Analyst (Contract Term)

Your responsibilities will include, but are not limited to:

- Lead and coordinate business engagement and communication.
- Collect and analyze business requirements related to business content
- Steward the development of functional file plans to meet business needs.
- Align functional file plans with standards, best practices and the Petro-Canada retention schedule.
- Provide facilitation and support throughout the project deployment.

General Capabilities Required

- Recent Masters of Library and Information Science graduate.
- Strong analytical and problem-solving skills.
- Excellent communication skills, ability to speak to all levels of management.
- The ability to work in a team environment.
- Advanced computer skills.
- Must have legal authorization to work in Canada on a full time basis.

Capabilities Preferred, but not required

- Mobility as some travel may be required
- Oil and gas experience preferred, but not required.

Term and Location:

These contract positions are for an 8 to 12 month term and will be located in Calgary, with possible travel to other Petro-Canada North American office sites. Relocation assistance will be provided.

For a chance to unleash your potential with our possibilities, we invite you to submit your résumé and cover letter at <http://www.petro-canada.ca/jobs> before January 30, 2009.

We greatly appreciate your interest in Petro-Canada, however only those applicants being interviewed will be contacted.

For more information about Petro-Canada, please visit our website at www.petro-canada.ca/recruit