



RECORDS MANAGER

The MLCC is a Crown agency committed to excellence in customer service, workplace quality and the responsible sale, service and consumption of alcohol.

The Records Manager is responsible for the development, implementation, monitoring and maintenance of a corporate wide Records Management Program in compliance with MLCC policies, standards and current legislation.

This includes monitoring and reporting on the implementation progress of the MLCC Records Management Program development; training MLCC employees in records and information management practices and procedures; providing advisory services through the issuance of standards and guidelines; managing the storage of MLCC records; managing scanning and imaging services; and providing continuous improvements to the program.

The successful candidate will have:

- ◆ A Degree in a business or information related discipline with a minimum of 5 years of Records Management related experience including applied knowledge of document management systems, file plan structures, and related legislative requirements in development and implementation of records management policies.
- ◆ Certified Records Manager (CRM) certification or ability to obtain certification is required. The position requires strong leadership and people management skills; effective facilitation and team building skills; and outstanding communication skills. Ability to prioritize multiple tasks, solve problems, work independently and within a team environment is essential.
- ◆ Knowledge of Enterprise Information Management (EIM) software is an asset.
- ◆ Working knowledge of micro-computer applications (i.e. Outlook, MS Office).

We offer a competitive compensation and benefits package. To pursue this career opportunity, please submit your resume in confidence by mail, fax or electronically, on or before Wednesday, October 7, 2009 to:

Human Resources
MLCC
P.O. Box 1023
Winnipeg MB R3C 2X1
Fax: (204)474-5694
Email: humanresources@mlcc.mb.ca

We thank you for your interest, however, only those candidates selected for an interview will be contacted.

