

Viterra Inc. provides premium quality ingredients to leading global food manufacturers. Headquartered in Canada, the global agribusiness has extensive operations across Western Canada, Australia, and New Zealand, with Adelaide, Australia as the base for Viterra's Southeast Asian operations. Our growing international presence also extends to operations in the United States, and offices in Asia and Europe. Driven by an entrepreneurial spirit, we operate in three distinct businesses: grain handling and marketing, agri-products, and value-added processing. Our expertise, close relationships with producers, and superior logistical assets allow the company to consistently meet the needs of the most discerning end-use customers, helping to fulfill the nutritional needs of people around the world.

Records Retention Supervisor Regina, SK

Our Records Management team has an opportunity for a subject matter expert to oversee Viterra's North America and International records retention and destruction of paper and electronic records. □□

This position is responsible to manage Viterra's records classification and retention schedule by conducting comprehensive legal and legislative research and applying accurate updates to the retention schedule. The successful candidate will manage on and off-site storage accounts ensuring proper retention and secure destruction of these records. This position will train and lead staff in the proper classification, storage and destruction of paper and electronic records. □□

The requirements for this position are a university degree in administration or commerce, supplemented with three years of supervising and coordinating records management activities. Strong project management, analytical and leadership skills are key. Some travel is required.

Tracking number **1972**.

Viterra offers a competitive salary, employee share purchase and benefits plan.

For more information, please visit **Viterra.ca**. The closing date for applications is **December 12, 2011**.