



RECORDS ANALYST – TERM

(Full time term, up to 24 months)

The Records Analyst is responsible for performing records and information systems analyst functions, including troubleshooting, user support and user set up as well as monitor and maintain system applications, access and security structures to support the Records Management Program. Ensures compliance with MLCC policies, standards and current legislation and records and information standards.

This includes maintenance of a records inventory, records classification, file plan development, and monitoring business unit records and information application requirements to ensure records integrity. Under the direction of the Records Manager, executes project plans and the development and maintenance of a records management program.

The successful candidate will have:

- Degree or diploma in a records and information related discipline and training in computer software applications is required along with a minimum of two years of records and information management related experience including applied knowledge of records and information management standards and relevant legislative requirements.
- Certified Records Manager (CRM) certification or ability to obtain certification is an asset.
- Strong organizational and computer skills; effective people skills and outstanding communication skills.
- Experience with electronic records and an information management system is an asset.

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 Friday, July 4, 2008 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 selected for an interview will be contacted.



