



EMPLOYMENT OPPORTUNITY SADDLE HILLS COUNTY

TEMPORARY ADMINISTRATIVE SERVICES I MAY TO END OF AUGUST, 2019 RECORDS MANAGEMENT INTERN (1 POSITION - UNION)

Saddle Hills County is seeking a Records Management Intern for the months of May to end of August, 2019. This position will be reporting to the Legislative Officer (Records Management, FOIP) and will be responsible for creating electronic records of historical documents, supporting County departments in organizing electronic records, and assisting with the adoption of enterprise content management software.

QUALIFICATIONS:

1. High School Diploma, with post-secondary experience or education in records management business administration, or combination of education and experience would be an asset.
2. Proficient in Microsoft Office, Adobe Acrobat and other computer applications.
3. Has a high degree of quality, timeliness, precision and confidentiality.
4. Must be self-motivated and able to work with minimal supervision.
5. Excellent interpersonal skills and a positive attitude with an emphasis on teamwork and cooperation to achieve organizational objectives.
6. Excellent oral and written communication skills.
7. Ability to interact well with, and respond to inquiries from employees and management.
8. Must maintain confidentiality and compliance with the Freedom of Information and Protection of Privacy legislation.
9. Ability to interpret, implement and adhere to organizational policies and procedures.
10. Ability to provide an acceptable criminal records check and class 5 driver's abstract.

The above statements are intended to describe the general nature of the position and are not a complete job description of all responsibilities and activities required for this position.

Applications will be accepted until a suitable qualified candidate is selected. Saddle Hills County would like to thank all those interested in the position. Only those considered for an interview will be contacted. Please send resumes complete with references and clearly marked "Personal and Confidential" to:

Human Resources
Records Management Intern (Seasonal)
Saddle Hills County
RR 1
Spirit River, AB T0H 3G0
E-mail to: careers@saddlehills.ab.ca
Fax: (780) 864-3904 Ph. (780) 864-3760

Safe Strong Sustainable

March 12, 2019