

Fasken Martineau, with offices in Vancouver, Calgary, Toronto, Ottawa, Montreal, Quebec City, New York, London and Johannesburg, is one of Canada's leading business law and litigation firms. With over 650 lawyers, the firm provides services in virtually all areas of the law to clients located within Canada and internationally, and in almost all industry sectors. We are looking for a qualified candidate to fill the position of Records Program Co-ordinator in the Records Management group based in our Toronto Office.

RECORDS PROGRAM CO-ORDINATOR

Reporting to the Manager, Records Management this position is responsible for assisting in the standardization of the Records Management Program across the Ontario Region and the Firm as a whole. This includes but is not limited to:

- creating, developing and maintaining components within the Records Management Program at the firm including records retention schedule and procedural manual
- assisting with the automation of business processes within records management
- providing training to firm staff on the records management program
- working with other offices to standardize the firm's records management procedures
- backing up the Manager of Records Management during periods of absence
- providing assistance, as required, to the Records Centre staff
- providing second level support to Firm members and suppliers regarding Records Management procedures and principles
- other duties as assigned

This position will also lead various departmental projects, including the implementation of the Premises Project.

The successful candidate should possess a College diploma or university degree in Business, Information Technology, Records Management, or Research, coupled with at least three years work experience in a Records Management role including some project management experience. Prior experience in a research role would be an asset. The successful candidate must also be proficient with computer programs including MS Office, Elite, FileMaker Pro and database applications; knowledge of LegalKEY and a document management system would be an asset; have knowledge of records management technology and its principals; be able to research and solve problems; be extremely accurate; possess strong negotiation, teamwork and customer service skills; excellent communication skills, time-management and organizational skills with the ability to multi-task within tight deadlines and many demands. Must also have the ability to maintain absolute confidentiality in dealing with information. Working knowledge of adult training principals and concepts in order to train new and existing staff would be an asset.

Qualified candidates are asked to submit their application by e-mail to faskenhr@fasken.com by December 31, 2007. We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted. No telephone calls, please.