



**Enterprise Information
Management
Administrator (Term)**



The MLCC is a Crown agency responsible for the purchase, distribution, sale and control of beverage alcohol in Manitoba. We are committed to excellence in customer service, workplace quality and the responsible sale, service and consumption of alcohol.

The MLCC's loss prevention and facilities department has an opening for an Enterprise Information Management Administrator on a full-time term basis for up to two years. The EIM Administrator is responsible for assisting the Records Manager in the development of a records management program including system application maintenance, maintenance of access and security structures to support the Records Management Program in compliance with MLCC policies, standards and current legislation.

The successful candidate will have:

- Degree or Diploma in a records and information related discipline. Certified Records Manager (CRM) certification or ability to obtain certification is an asset.
- Training in computer software applications and two to four years of records management related experience.
- Strong organization and computer skills; effective people skills; and outstanding communication skills.
- Consideration may be given to applicants having an equivalent combination of education and experience.

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, January 11, 2008 to:

Human Resources
MLCC
P.O. Box 1023
Winnipeg Manitoba 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.

An equal opportunity employer