



Records & Information Management Analysts – 2 required Regina, SK

1 - Temporary Full-Time (to December 31, 2008)

1 - Permanent Full-Time

SaskPower is currently searching for two Records & Information Management (RIM) Analysts (one temporary & one permanent) in our Corporate Information & Technology group. Our ideal candidates will work closely with business units and corporate support groups to implement records classification systems. The RIM Analysts will implement the relevant records management systems to support the information management needs of the business.

Successful applicants will have a diploma or degree in the area of records management, information management, library science or archival science and 3 years applied experience in all aspects of records management including design and implementation of specialized records classification systems; systematic capture, classification and management of records; retention of records in a secure environment; and disposal of records according to an approved process;

OR

A diploma or degree and 5 years applied experience in all aspects of records management including design and implementation of specialized records classification systems; systematic capture, classification and management of records; retention of records in a secure environment; and disposal of records according to an approved process.

Candidates under consideration will be required to participate in an assessment process consisting of any/all of the following: interview, ability tests, case study and/or presentation.

These positions fall within the scope of the Communications, Energy & Paperworkers Union (CEP), Local 649.

The salary range for this position is \$3,853 to \$4,102/month.

SaskPower offers challenging careers, attractive benefits, workplace development and great opportunities for employees to become involved in their communities.

Closing date: **January 23, 2008.**

If you are interested in this opportunity apply on-line at www.saskpower.com or send your resume, making clear reference to CAAR #**556924** (for the temporary position) or CAAR #**556933** (for the permanent position), to:

SaskPower Recruitment
10NE-2025 Victoria Avenue
Regina SK S4P 0S1
Fax: 306-566-2087

SaskPower values and supports employment equity and workplace diversity. SaskPower hires on merit and welcomes applications from all interested and qualified individuals.