

Records Coordinator

Service Alberta, Edmonton - Are you someone who measures success through positive results and customer satisfaction? The ministry of Service Alberta provides common business services that help other ministries deliver effective, efficient programs and services to Albertans. The Records Management Services branch is looking for a customer focused individual to deliver records management services.

Your primary responsibilities will involve maintaining file room operations which include classification, file creation and conversion, preparing records for disposition, interpreting and applying retention schedules, maintaining electronic systems and databases for records, and responding to information inquiries.

You must be able to lift boxes weighing up to 35 lbs.

Qualifications: High School Diploma with several years related Records Management experience. Records Management training and experience with Records Management databases would be considered assets. Equivalencies will be considered.

NOTE: Final candidates will be required to undergo a security screening. This posting may be used to fill other vacancies with the Records Management Department. This competition may also be used to fill future vacancies at an equivalent or lower level. Salary: \$35,172 TO \$44,376. **Closing Date: April 8, 2008.**

Competition No. 47622

Online applications are preferred. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the competition number, to: Erin Lourie, Human Resources Consultant, Service Alberta, Human Resource Services, 11th Floor, Capital Health Centre, South Tower, 10030 - 107 Street, Edmonton, Alberta, T5J 4L5. Phone: (780) 644-8776 Fax: (780) 415 6091.

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.

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