

## Employment Opportunity - Information Analyst

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Corporate Designed Solutions, Inc., a Calgary based Information Management consulting firm, is currently seeking to add an Information Analyst to our growing and dynamic organization. The successful Information Analyst candidate will provide technical support, project leadership and subject matter expertise to corporate clients. The Analyst will ensure services, activities, and processes meet the needs of the clients as well as ensure compliance with Information Management (IM) best practice. The Analyst role requires a high level of technical expertise and will work independently with minimal oversight. This role will be required to use high levels of discretion and judgment to make decisions and will also be required to troubleshoot and problem solve autonomously and in team settings. The position requires flexibility around overtime and may include high volumes of travel to off-site client locations (locally, provincially, nationally and internationally)

The successful candidate will follow standardized reporting and tracking tools and serve as the leader of one or more projects. The Analyst will ensure that all processes meet client business objectives and quality standards. The successful candidate must maintain a high level of professional and ethical standards in communicating with all levels of staff, within the client organizations.

### Qualifications:

- Advanced Microsoft Office Suite - Excel, PowerPoint and Word required
- Microsoft Project and Access skills preferred
- Analytical and research abilities
- Ability to meet tight deadlines and work under pressure
- Excellent written and verbal communication skills along with demonstrated presentation skills
- Outstanding interpersonal skills, presence and poise
- Excellent customer service skills, including ability to anticipate needs and multi-task
- 3 years of prior experience in Information Management with an Information Management or Library and Information Science degree; or 5+ years relevant experience with an Information Management certificate; or equivalent combinations of experience and education
- Experience implementing an Electronic Records System is desirable
- Ability to travel, as needed, to offsite client locations

The successful candidate's specific Information Management desired knowledge will include:

- Classification and Retention Schedule design and implementation
- Vital records protection and recovery program design and implementation
- IM policy and procedure design
- Demonstrated experience with one or more Electronic Document and Records Management (EDRM) softwares
- Demonstrated experience with one or more document imaging/capture softwares
- Barcoding and RFID tracking system implementation
- File room, imaging program and record warehouse operations
- Demonstrated experience with Alberta's FOIP Act and other jurisdiction's access and privacy legislation

Salary range: \$43,000 to \$50,000 annually

Please forward your resume and covering letter on or before January 25, 2008 to [steven@teamcdsi.com](mailto:steven@teamcdsi.com). Questions regarding the position may also be forwarded to this email address. No phone calls please.