



### Records Management Assistant

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The First Nations Summit (FNS) is comprised of a majority of First Nations and Tribal Councils in BC and provides a forum for First Nations in British Columbia to address issues related to Treaty negotiations as well as other issues of common concern.

The FNS invites applications for the following position:

The **Records Management Assistant** supports the activities of the First Nations Summit and associated organizations. The Records Management Assistant maintains the corporate records system (both paper and electronic records); classifies and codes records; audits and monitors document profiles in the records management databases, compares records to database profiles and makes changes where required; creates physical files; indexes documents where required, ensures that records and files are complete and secure; provides general assistance to staff requiring access to corporate records and in using the records management databases.

The incumbent: searches records and researches other information resources in response to requests from all staff and contractors and prepares the results for review; conducts database searches and retrieves records from the central files and other sources using a variety of search techniques. The Records Management Assistant assists in the maintenance of the central files; assists with transfers of records to storage; arranges for confidential destruction of records according to FNS records retention schedules; oversees off-site records retrieval service. Also includes light reception duties.

Qualifications: Sound knowledge of the principles, requirements, practices and techniques of records management systems. Sound knowledge of the functions of the FNS office and its business processes. The ability to research records requests from staff and contractors in a timely manner. A high degree of computer literacy and an aptitude for working with a variety of different software packages and systems, especially Microsoft Windows applications. Ability to quickly adapt to and learn new software applications. Ability to manage and prioritize multiple projects. Strong attention to detail. Strong written and oral communication skills. Proven history of flexibility, reliability and initiative. Ability to establish and maintain effective working relationships with internal and external contacts. Must be a team player, be able to take direction, and work independently when required. Ability to lift 40+ lbs, climb stairs, hand carry or load and push carts of files for filing or transfer to storage.

Records management education or experience would be an asset. Training will be provided.

Applicants are asked to submit confidential letters of application, with resume, providing details of work experience and references before **4:30 pm, February 29, 2008**, to:

Records & Information Management Coordinator  
First Nations Summit  
Suite 1200 . 100 Park Royal South  
West Vancouver, B.C. V7T 1A2  
Fax: 604-926-9903, email: records@fns.bc.ca

The First Nations Summit wishes to thank all applicants for their interest, and advises that **only those candidates to be interviewed will be contacted**. The First Nations Summit hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. However, Aboriginal applicants will be given priority.