

## CAREER POSTING

<b>POSITION:</b>	Corporate Information Assistant
<b>STATUS:</b>	Part-Time
<b>CLOSING DATE:</b>	Until filled

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for more than 230 publicly funded health care employers. HEABC is responsible for negotiating six major provincial agreements covering more than 115,000 unionized health care employees covering nurses, health science professionals, physician residents, ambulance paramedics and ambulance dispatchers, and support workers in both facilities and community settings.

For more information, visit [www.heabc.bc.ca](http://www.heabc.bc.ca).

### OPPORTUNITY:

Reporting to the Corporate Information Manager within the IMIT department, the Corporate Information Assistant will be responsible for daily administration of the procedures used to control the access to and retention of the organization's electronic and hard-copy records, including file creation, data entry in custom databases, preparing and processing files for scanning, retention review, or offsite storage, and records-related project work.

This is a part-time position, at 22.5 hours per week. Days and hours of work will be based on a mutually agreeable schedule that falls between normal business hours, Monday to Friday.

Main responsibilities will include:

- File creation, classification, and filing (electronic and hard copy); monitoring filing activity
- File research and retrievals
- Data entry in custom databases
- Preparing, organizing, and processing files for scanning, retention review, or offsite storage
- Performing periodic reviews of current files and retention schedules; destroying or archiving files according to set policy
- Arranging for transfer of hard-copy files to and from offsite storage
- Orienting staff on records procedures and custom databases
- Participating in the development of training materials and documentation of procedures
- Various projects related to records management.

### Job Qualifications:

- Completion of grade 12 supplemented by business/records management training.
- 3-5 years recent related experience in records management.
- A team player and self-starter with demonstrated ability to communicate effectively.
- Strong analytic and problem-solving skills; close attention to detail.
- Ability to exercise considerable judgement, tact, confidentiality, and discretion.
- Proficiency with computer programs, such as Microsoft Word and Excel, and database systems.
- Experience with electronic document management systems is an asset.

Along with a competitive salary, HEABC offers generous vacation, health and pension plan benefits.

**HOW TO APPLY:**

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

**HEABC, Human Resources**  
**300 – 2889 East 12<sup>th</sup> Avenue**  
**Vancouver BC V5M 4T5**  
**Email: [careers@heabc.bc.ca](mailto:careers@heabc.bc.ca)**  
**Fax 604.736.2715**

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.