



The City of Richmond is a diverse and dynamic community in pursuit of our vision to be the most appealing, livable and well-managed community in Canada.

People • Excellence • Leadership • Team • Innovation

Imagine a career with the City of Richmond, a dynamic environment for growth and continuous improvement, fostered by our collective strengths and creativity. We are a vibrant, diverse cosmopolitan city, supported by a strong economy and recognized as leaders in innovation and service delivery excellence. The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community.

## Corporate Records Assistant Temporary Full-Time

March 1 – August 17, 2018

Job ID: 2018048

\$30.39 - \$35.77 per hour

Do you enjoy working in an office administration setting and contributing to a fast-paced, customer service oriented work environment? The City of Richmond is currently looking to hire a Temporary Full-Time **Corporate Records Assistant** to support the City-wide implementation of effective Records Management best practices and ensure records management compliance for Council agendas and staff reports.

### We are looking for someone that has:

- Sound knowledge of the principles, legislative requirements, practices and techniques of records management systems.
- Ability to apply records management principles and practices in the electronic environment.
- Ability to demonstrate a strong customer service focus.
- Ability to research records requests from City staff and the public in a timely and professional manner and to summarize findings.
- A high degree of computer literacy and an aptitude for working with a variety of different software packages and systems, particularly REDMS (LiveLink ECM eDocs DM/RM –formerly Hummingbird DM/RM), Inmagic CS/TextWorks, MS Word, MS Access, and MS Excel.
- Ability to adapt to a rapidly changing technological environment.
- Great attention to detail.
- Ability to establish and maintain effective working relationships with internal and external contacts.

### Position Requirements:

- Completion of the 12th school grade supplemented by post-secondary records and information management courses and considerable related experience or an equivalent combination of training and experience.
- Valid Class 5 Driver's Licence for the Province of British Columbia.

**If you think this is a good fit for you, we invite you to apply today!**

For further information regarding position details and to apply, please visit our website at [www.richmond.ca/employment](http://www.richmond.ca/employment).

The City of Richmond offers a competitive pay and benefits program, attractive incentives and a compressed work day schedule.

*The City of Richmond is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. **No telephone inquiries, please.***



City of  
Richmond

[www.richmond.ca/employment](http://www.richmond.ca/employment)