

**BE PART OF THE TEAM THAT
BRINGS THE WORLD TOGETHER.**

**Career Opportunity: Records Management Coordinator
(Term for a period of up to 2 years)**

Want to work in an exciting environment with some of the most talented people in Canada? Join our team and connect with your potential.

Port of Vancouver is Canada's largest and most diversified port, stretching along 360 kilometres of shoreline and waterways and bordering on 16 municipalities. We lead the efficient and reliable movement of cargo and passengers, annually trading \$184 billion in goods with more than 160 trading economies.

The Records Management Coordinator is responsible, under direction, for supporting the development, implementation and maintenance of records strategies, processes and procedures that support compliance with VFPA's policies and procedures. The position is responsible for supporting the maintenance of the records and document management systems (electronic and physical), and adheres to retention and disposition policies to achieve effective and efficient records control. This position assists in the development of relevant educational material, training staff on use of VFPA's records management system, and records management processes and procedures. Performs other related duties as assigned.

This role will:

- Coordinate and implement records management practices and standards according to the Records Management Policy. Ensure staff adheres to retention and disposition policies.
- Provide assistance and guidance to staff in use of the CSI and records management system. Sort and classify material for filing. Update the filing system with incoming documentation. Access, compile, gather and issue information for individuals as requested. Coordinate and maintain Records Program and generate reports. Maintain and update the Records Classification Schedule (CSI). Train all new staff on Records Management.
- Coordinate inactive records transfer to the Federal Records Centre, and transfer designated records to the National Archives of Canada. Answer enquiries concerning the VFPA central records archival system. Research information concerning the VFPA central records archives through the Federal Records Centre as required. Act as custodian and primary contact for the VFPA central records archival system. Work directly with the National Archives of Canada to update and maintain Ports MIDA. (Multi-Institutional Disposition Authority)

The successful candidate will possess a two year business diploma or another acceptable diploma from a recognized institution with a minimum of 2 years dedicated experience supporting a records management program in a complex organization, including presenting and providing training to users. A Certified Records Manager designation would be an asset. Must have previous experience using electronic records systems, supporting teams to adopt records management practices, and strong computer skills in Word and Excel.

Required expertise must be periodically updated in line with industry trends and VFPA requirements.

This position is ideal for a customer service and detail oriented individual with excellent organizational, interpersonal and communication skills. Must be a team player with the ability to work effectively and positively with all contacts, internally and externally. Ability to work independently and on own initiative to maintain accurate and timely work output is essential. Must have experience working with an EDRMS and knowledge of document and records management methodology, policies and practices.

WORKING CONDITIONS

Normal office conditions. Moderate lifting (25 lbs) is required.

MARINE TRANSPORTATION SECURITY CLEARANCE

This position is required to access restricted areas/information. The incumbent must obtain and maintain a valid Marine Transportation Security Clearance as defined by the Marine Transportation Security Regulations.

Port of Vancouver offers a competitive compensation and benefits package including an Earned Time Off program.

If we have accurately captured your profile above, please apply on-line by visiting

<http://www.portvancouver.com/careers/>

(Please note this posting will remain open until filled.)

Vancouver Fraser Port Authority is dedicated to employment equity and a workplace reflective of the diversity of our community.