



MUNICIPALITY OF OLIVER PAIPOONGE EMPLOYMENT OPPORTUNITY

SUMMER STUDENT RECORDS MANAGEMENT TECHNICIAN

The Municipality of Oliver Paipoonge is seeking applications for a summer student Records Management Technician position (May to August 2021). To be considered for a student position, you must be between 15 and 30 years of age at the start of the employment; a Canadian citizen, permanent resident, or person to who refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment and legally entitled to work in Canada.

The ideal candidate is enrolled or currently studying in a Records and Information Management or related program. Candidate will review corporate records stored at the municipal office and identify the contents; liaise with municipal managers and employees to accurately identify corporate records, create an inventory of identified records using TOMRMS (the municipal records management system).

Candidates must be proficient in the use of Microsoft Office – Word, Excel, Outlook as well as Adobe Acrobat. Candidates must be able to communicate effectively both orally and in writing and be highly organized and demonstrate the ability to follow detailed instruction.

A full job description is available on the website www.oliverpaipoonge.ca

All applications will be submitted in confidence to:

Amanda Coates
Municipality of Oliver Paipoonge
3250 Hwy 130
Rosslyn ON P7K OB1
(807) 935-2613 X 235

email – humanresources@oliverpaipoonge.on.ca

DEADLINE FOR SUBMISSIONS IS FRIDAY, APRIL 9, 2021, AT 4:00 P.M.

The Municipality of Oliver Paipoonge is committed to achieving full accessibility for persons with disabilities and accommodations are available for individuals with disabilities for all parts of the recruitment process.

Only candidates selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.