



## Summer Student Records & Information Management Clerk Administration

If you are a highly energetic motivated post-secondary student that enjoys being part of a team and are looking for a summer job, this could be your opportunity!

Responsibilities may include:

- Creation of PDF files from paper records into an electronic document records management system
- Compilation and organization of information in compliance with Municipal Records Authority Record Management Guidelines
- Preparation for purging of documents as per the Municipal Records Authority
- Provide research assistance
- Maintain confidential records and files
- Database entry
- Other duties as assigned

To qualify, you must:

- Currently be a post-secondary student
- Be enrolled in a post-secondary program for fall 2019
- Must have excellent multi-tasking, organizational and problem solving skills
- Ability to work well with all levels of the organization
- Proficiency in Microsoft Office Suite software, internet and e-mail
- Must be self-motivated, able to take initiative, and work under minimal supervision
- Previous office experience is an asset
- Demonstrated teamwork abilities
- Complete a NB Student Employment Experience and Development (SEED) application

The pay for this position is \$12.50 per hour and is scheduled to begin as early as May and continue through until the end of August.

To ensure that we have all our staffing completed before the fast approaching summer, the deadline for applications is **February 24<sup>th</sup>, 2019**.

To apply, please visit:

[Click here](#)

**Please upload your cover letter and resume as one document**

\*The Town of Quispamsis reserves the right to require criminal record checks upon hiring\*