

Columbia Hydro Constructors Ltd. (CHC)

Records & Information Management Assistant

Wage Range: As per collective agreement (\$20 to \$30 per hour depending on role and experience)

Location: Campbell River, BC

CHC is a wholly owned subsidiary of BC Hydro formed in 1962 that provides the qualified skilled trades workforce for generation facility projects in the Province of British Columbia named in a collective agreement between CHC and the Allied Hydro Council of British Columbia. CHC provides the labour resources in accordance with the terms and conditions of the collective agreement and provides other human resources and labour relations functions.

Duties and Qualifications:

- Responsible for maintaining information in accordance with business requirements.
- Under the direction of a manager or project team, performs a variety of research and documentation duties.
- Analyzes, assesses and verifies information for accuracy; issues classification numbers and maintains current version of classification systems. Monitors filing activity to ensure information is correctly indexed and filed; applies retention and scheduling information to records.
- Assesses customers' information management needs are met through the document and records management practices.
- Provides staff with guidance and ensures information management practices are followed.
- Researches, creates and maintains electronic records system information, including scanning and optical character recognition.
- Supports the collection, organization tracking and retrieval and image management of automated and non-automated documents.
- Acts as the "first-line" gatekeeper of electronic documents and records. Verifies information transitioned as a formal record is correct and in accordance with corporate guidelines.
- Performs a variety of website maintenance duties such as: writing, editing, updating, formatting and creates new and revises existing web pages and features.
- Ability to take meeting minutes and work collaboratively with project team members
- High School graduation supplemented with records management courses recognized by the Association of Records Managers and Administrators.
- Experience with Aconex is an asset.
- Experience with personal computer, internet/intranet operation and providing customer service in a large complex organization is preferred.

The successful applicant will be required to work under the collective union agreement. We will be accepting resumes up until June 7, 2023; only those candidates to be interviewed will be contacted.