



## EMPLOYMENT OPPORTUNITY

### Position – Records and Information Management (RIM) Technician

Department: Administration

Posting Date: March 19, 2020

Standard Hours Bi-weekly: 75 hours

Start Date:

Salary: Level 5, (\$27.01), based on experience

Closing Date: March 30, 2020

#### SUMMARY:

The Records and Information Management (RIM) Technician maintains the FNNND records management program that incorporates industry standards and best practices, focused on records data entry, digitization and maintenance.

The RIM Technician provides staff training on RIM initiatives and data entry into the FNNND's Organizational Management Systems.

#### QUALIFICATIONS:

- Successful completion of at least two years post-secondary education in records management or related field, or combination of education and past relevant experience.
- Knowledge of UFA, FNNND Final and Self – Government Agreements;
- In-depth knowledge FNNND First Nation social structure, traditions and cultural values and education affecting First Nation's people;
- Knowledge of and ability to lead, direct and coordinate program and delivery are essential; and
- Good general management and supervisory skills are required, as are strong interpersonal skills for problem solving and conflict resolution.

#### CONDITION OF EMPLOYMENT:

- Oath of Confidentiality and Code of Conduct and other NND Policies as required;
- Valid Class 5 Driver's License and Abstract;
- Criminal Record Check – Vulnerable sector

A detailed job description is available upon request

For more information, contact Millie Olsen, Human Resources

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Location: 101 Future Rd, C-6 Subdivision

**We thank all applicants, but only those selected for further consideration will be contacted.**