

14 week Student Summer Skills Incentive position

35 hrs/week, \$11.55 per hour.

Job Title: File Conservation Clerk/ Admin support

Task & responsibilities: The File Conservation Clerk is responsible for overall conservation of existing files both active and archived. S/he will capture, store, retrieve, share, rehouse and dispose electronic records and documents

S/he will be responsible for:

Handling, identifying, identifying and cataloguing records

Digitizing records and uploading to electronic system

Conserving and rehousing documents/files

Destroying redundant documents

Implementing scanning and other data entry procedures using imaging devices and document imaging software

Reviewing and updating electronic document processing procedures

Exercising ethical practices in handling, processing storing and destroying documents/files

Providing admin support to organization, answering phones, covering front desk for breaks, filing typing and data entry as required. Creating forms and documents and, photocopying, scanning and research as required.

Submit resume and cover letter to bernice.vance@cansa.ca or drop off at Nova Scotia Works/CANSA, 63 Victoria Street East, Amherst NS.

Candidate must be graduating from grade 12 who is enrolled full time in a university or college program.