

First Nations Summit

EMPLOYMENT POSTING

First Nations Summit Digital Records Clerk

REPORTS TO:	FNS Records and Information Manager
TERMS:	Full-Time Employment Agreement
LOCATION:	West Vancouver, BC
HOURS OF WORK:	Monday to Friday 8:30 a.m. to 4:30 p.m.
DEADLINE:	OPEN UNTIL FILLED

Are you a committed and detail-oriented professional looking for an opportunity to learn and grow with a dynamic and passionate team?

First Nations Summit is looking for a Digital Records Clerk to join our growing team!

ABOUT FIRST NATIONS SUMMIT

The First Nations Summit (FNS) is a provincial First Nations organization committed to advancing discussions with the governments of Canada and BC to support First Nations in conducting their own direct treaty negotiations. The FNS provides a forum for First Nations in BC to address issues related to Treaty negotiations, First Nations Title and Rights issues, as well as other issues of common concern.

Our work involves taking a leadership and advocacy role on a full range of issues affecting First Nations, including negotiations and implementation of treaties, agreements, and other constructive arrangements, as well as day-to-day social and economic issues.

At the FNS, we offer a dynamic work environment, opportunities for professional development, and a chance to make a meaningful impact in the lives of First Nations citizens and communities. If you're passionate about driving positive change for First Nations and are looking for a rewarding career with ample opportunity to grow with us, we encourage you to join our team!

ABOUT THIS ROLE

As our Digital Records Clerk and valued member of our team, you will play a critical role in our organization. Your strong attention to detail and excellent organizational abilities enables you to skillfully navigate and manage our records, files, data and documents in an organized and efficient manner. Your role includes:

- **Analyzing and storing digital records:** Organize and securely store digital records, review them for accuracy and completeness, and develop a tracking system.
- **Uploading records onto SharePoint:** Digitize and upload paper records onto the SharePoint system, ensure accuracy and completeness, and maintain proper version control.
- **Auditing paper and digital records:** Conduct regular audits of all types of records, identify and correct errors or discrepancies, and track audits.

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- **Manage databases:** Regularly update and input new files in SharePoint, verify existing data and files, conduct data quality checks, perform backups, and troubleshoot any issues that arise.
- **Maintain confidentiality:** Safeguard sensitive information by maintaining confidentiality of all records, files, and documents.

WHAT YOU BRING TO THE TABLE

- Minimum of 3-5 years of experience in records management without formal training, or at least 1+ years of experience with formal training in records management.
- Advanced proficiency in using Microsoft SharePoint and experience in creating Libraries, Views, term sets, Content Types, etc.
- Excellent attention to detail, allowing you to easily catch any mistakes when analyzing files.
- Ability to efficiently perform data entry tasks, including entering and verifying data, maintaining records, and ensuring the completeness and accuracy of information.
- Strong technical skills and knowledge of various operating systems, software, and hardware.
- Proven ability to proactively identify problems and provide effective solutions.
- Ability to maintain a high level of confidentiality and handle sensitive information with professionalism.
- Excellent communication and follow-through coupled with interpersonal skills and an upbeat personality!

NICE TO HAVES

- Records management training.
- A background in archival work.
- Degree or certificate in archival or library studies or records management.

WHAT'S IN IT FOR YOU

We're committed to our small but mighty team and taking care of our people. In addition to joining an organization that values you, your contributions, and your growth, some of the benefits you will receive include:

- Competitive compensation package.
- Extended health benefits and dental plan to value the wellbeing of you and your family.
- A fulfilling and meaningful work environment where you will have the opportunity to contribute to positive change for First Nations communities.
- A culture that values diversity and inclusion and fosters a sense of belonging for all employees.
- Collaborating alongside a tight-knit and supportive team who are passionate about what we do.
- Experience the invigorating energy of collaborating with colleagues in the office!

***If this sounds like what you're looking for in your next opportunity,
we want to hear from you!***

**Apply with your resume including references and cover letter today:
careers@fns.bc.ca**

To learn more about the impact you'll make, visit us at <https://fns.bc.ca/>.

