

Employment Opportunity
7/27/2022

Records Management Clerk

Summary

The Records Management Clerk will be responsible for the storage and retrieval of company files and informational activities in the Administration Department for Samson Management Limited. The Records Management Clerk will report to the Corporate Office Administrator.

Experience Requirements:

- Telephone etiquette
- Technical skills; experience Microsoft Suite Programs, Outlook
- Electronic filing knowledge and experience an asset
- Filing experience
- Secretarial skills
- Familiarity with office procedures and equipment
- Good speaking, writing, and strong computer skills
- Organizational skills
- Records management and/or filing experience an asset

Working Conditions

The Records Management Clerk works in an office environment. Their workdays tend to be unstructured, and they must deal with frequent interruptions. They work normal business hours, although long hours may be required.

Education

- Completion or working towards a Diploma in **Library and Information Technology**
- Equivalent or similar training will be considered
- And/or practical experience in similar related positions
- Training can be provided

Personal Characteristics

- Good verbal and written communication skills
- Good listening skills
- Ability to work effectively with variety of people
- Ability to work independently or part of a team
- Professionalism
- Ability to set and meet deadlines
- Positive attitude
- Dependable
- Attention to detail and accuracy
- Computer experience and knowledge of general office procedures
- Tact and exceptional telephone etiquette
- Bondable

Employment Opportunity

This position offered is **Temporary Full Time for a one-year term**. Once this period is complete, there may be opportunity for continual employment in similar areas/positions of Samson Management Ltd.

Wage Expectations: Pending Experience

Closing Date: August 9, 2022 or until a suitable candidate is found

Interested persons are requested to submit a **resume and criminal record check** by hand, mail, email or fax to:

Samson Management Ltd.
Box 539, Maskwacis, AB, T0C 1N0
humanresources@smilcorp.com

Telephone: (780) 585 – 2468 Fax: (780) 585-2393