



BC Teachers' Federation Records Analyst

The BC Teachers' Federation is seeking an experienced Records Analyst to work in its Information Services Department. This is a full-time permanent position.

As Records Analyst you will be working with a project team to implement an electronic document management system (EDMS), Livelink. Additionally, as part of this team, you will participate in the planning, development and maintenance of the records management program including the review and classification of Federation records.

The successful candidate will have:

- Minimum of two years' experience in records management or related discipline, preferably in an active records environment
- Knowledge of and experience using electronic document management systems, preferably Open Text's Livelink
- Demonstrated knowledge of records management theory and practice, records classification systems and semi-active records management
- Experience in information management process analysis
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Undergraduate degree, formal training and/or course work in records management and/or electronic records management required
- Knowledge of the public school system an asset

We offer a competitive salary plus an exceptional package of employer paid benefits in a unionized environment.

Submit a resume not later than 5:00 pm, February 3, 2011 quoting Job Posting JP0213-2010-01 to the Human Resources Department, BC Teachers' Federation, 100-550 W. 6th Avenue, Vancouver, BC V5Z 4P2. Resumes quoting Job Posting JP0213-2010-01 may also be e-mailed to postings@bctf.ca. Your interest is appreciated but only applicants selected for an interview will be contacted. No phone calls please.

Because the BCTF has an affirmative action policy, each applicant may wish to provide, on a voluntary basis, the information as to whether she or he is a female or male, a person of colour, an Aboriginal, person with a disability, or a lesbian, gay, bisexual, or transgender person.