



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/23

Information Management Administrator

Job ID	18-970-04-071-6865
Web Address	https://careers.indigenous.link/viewjob?jobname=18-970-04-071-6865
Company	CSIS
Location	Ottawa, Ontario
Date Posted	From: 2018-06-26 To: 2050-01-01

Description

Closing Date 2019-05-29
Reference Number 18-970-04-071

Job Category Entry Level

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$45,920- \$55,860
Status Indeterminate (permanent)
Term- 1 year
Language Requirement
various

Job Summary

- Respond to client requests for creation, filing, charge in/out of corporate files
- Support retention and disposition activities
- Participate in information digitization and quality assurance
- Provide information management advice and guidance to clients related to IM policies, procedures and initiatives

Education

- Undergraduate degree and one (1) year of relevant experience
 - College certificate or College diploma and three (3) years of relevant experience
- Relevant programs of study include but are not limited to:
- Information and Records Management
 - Library Science
 - Archival Studies
 - Business Administration

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense from an accredited learning institution recognized in Canada. Note: Any higher level of education could be recognized as experience.

Experience

Relevant experience is defined as:

- Experience performing general administrative duties including file organization and management (search and retrieval).
- Experience providing client service, including but not limited to responding to queries, providing information pertaining to policies and procedures.
- Experience using computer and office software.

Assets:

- Experience in data entry and data quality assurance and integrity.
- Experience working in an information management or record keeping environment using electronic document and records management systems (e.g. Open Text eDOCS, EDRMS/RDIMS/IRIMS, etc.).

Competencies

- Adaptability/Flexibility
- Client Service

- Teamwork
- Rigour

Conditions of Employment
Not Applicable

Notes

Linguistic Designations For positions in Ottawa:

- Bilingual Imperative (BBB/BBB)
- Bilingual Imperative (CBB/CBB)

For positions in Montreal:

- Bilingual Imperative (BBB/BBB)

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit [CSIS for Information Management Administrator](#)