



# 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.Links 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:  
Toll Free Phone: (866) 225-9067  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Student, Archiving And Data Migration

|                    |   |
|--------------------|---|
| <b>Job ID</b>      | <b>C3-30-3F-10-59-5C</b>  |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=C3-30-3F-10-59-5C">https://careers.indigenous.link/viewjob?jobname=C3-30-3F-10-59-5C</a> |
| <b>Company</b>     | Canada Mortgage And Housing Corporation (CMHC)  |
| <b>Location</b>    | Montreal, Quebec  |
| <b>Date Posted</b> | From: 2019-09-05 To: 2019-10-05   |
| <b>Job</b>         | Type: Full-time Category: Information Technology  |
| <b>Languages</b>   | English Or French Essential   |

### Description

Sector: Client Operations

Language Designation: English/French Optional

Language Skill Levels (Read/Write/Speak): English or French Essential

Salary Range: \$14.43 to \$23.78

Position Status: Temporary Full Time

Weâ€™re not your typical government agency

Canada Mortgage and Housing Corporation (CMHC) exists for a single reason: to make housing affordable for everyone in Canada. Weâ€™re mobilizing the expertise and energy of governments, non-profits, lenders, developers, social entrepreneurs and co-ops to create the future of housing. At CMHC, we believe that everyone in Canada should have a place to call home.

Experience a Results-Only Work Environmentâ„¢ (ROWEâ„¢)

At CMHC, we trust you to get the job done. Weâ€™ve shifted from managing people to managing work. Each employee is 100% autonomous and 100% accountable. You can choose where you need to be and when you need to be there to meet your objectives. Youâ€™re in control of your time and are trusted to make the right decisions.

We are currently hiring one full-time or part time student for a 1-month contract within the Agreement Management division of CMHC. If you are a strong critical thinker, enjoy a team environment, and are looking for a professional challenge, we invite you to apply to this position.

As a valued student member of the Programs team, you will have the opportunity to gain an understanding of the corporation and how CMHC helps Canadians. Additionally, this student position will enable the successful candidates to obtain valuable insights into the administration of the on-reserve Agreement Management portfolio.

How you will be contributing:

- \* Scanning and archiving documents
- \* Migration of our content from current to new database
- \* Preparing reports
- \* Preparing marketing mailers
- \* Data entry
- \* Sending out reminder letters to clients
- \* Assisting with various administrative tasks

What we are looking for:

- \* Student enrolled in a university program in Information Technology (IT), Records Management, Archiving or a related discipline.
- \* Excellent written and verbal communication skills and attention to detail
- \* Ability to manage multiple priorities
- \* Ability to work independently and remain motivated in a self-managed environment
- \* Ability to work in a team environment
- \* Proficiency in Microsoft Word, Excel, and SharePoint will be considered an asset
- \* Bilingualism (French-English) at an intermediate level (reading, writing and speaking) will be considered an asset

### How to Apply

Job Requisition ID: 3564

Primary Location: Montreal, Quebec

Security Requirement: Reliability Status

Travel Requirement: Travel not required

We sincerely thank all candidates for their interest, however, please note that only those applicants selected for further consideration will be contacted.

### Diversity

CMHC is an employer that values diversity and encourages the learning and use of both Canada's official languages. CMHC is committed to employment equity and actively encourages application from women, Indigenous people, persons with disabilities and visible minorities

\*If selected for an interview or testing, please advise us if you require an accommodation.