

BC Ferry Services Inc.
Records Management Administrator, Co-op
4 Months
Victoria

The Opportunities

BC Ferries is seeking a Records Management Administrator to support the Records and Information Management team with a project to review and manage records in offsite storage. The administrator will classify records and identify records eligible for destruction. They will also arrange and describe archival photographs. This position is located at BC Ferries Head office in downtown Victoria BC.

The Role

- Classifying records
- Appraising records for destruction
- Describing archival photographs

What you bring to the team

- 1 year of education in MA/MLIS degree preferred
- Course work in Records Management and Appraisal recommended
- Skilled in written and oral communication
- Ability to work independently without much oversight
- Ability to perform repetitive tasks without losing attention to detail
- Ability to multi task
- **Experience working with corporate records preferred**
- **Experience with records appraisal preferred**

Join us!

Please submit your cover letter and resume by **April 30, 2024** via email at hr@bcferries.com. **Include in the email subject line: *job title and your full name.***

SALARY

- \$27.5 - \$30.61/hr, 35hrs per week

LENGTH OF ASSIGNMENT

- Four (4) months

CO-OP TERM:

- Mid-May 2024 – August 31st 2024

"We connect communities and customers to people and places important in their lives"

At BC Ferries, our employees are our most important assets in delivering our commitment to customer safety, service and satisfaction. We support employment equity and diversity in the workplace and we encourage applications from all qualified individuals including women, visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who reflect our ever-changing workplace.

We appreciate the interest of all applicants; however only those selected for an interview will be contacted.