



SLEMON PARK
SLEMON PARK CORPORATION
POSITION DESCRIPTION

POSITION TITLE: Records Information Clerk
REPORTING TO: Executive Assistant

POSITION SPECIFICATIONS:

The duties associated with this position include, but are not limited to:

- Creating and maintaining company databases to ensure quick retrieval of information
- Developing record distribution and storage policies
- Auditing the information that is created and stored within the company
- Analyzing needs and developing procedures to ensure these requirements are met
- Referring to policy and legislative requirements in order to determine the length of time records are kept
- Potentially overseeing the transition from paper to electronic management systems
- Providing the necessary support to ensure the accountability, transparency and regulatory requirements of the company are met
- Working closely with all company staff to ensure the organization's existing information systems provide sufficient data to perform their duties

Location: Slemon Park

Wage: \$15.00 per hour

37.5 hours per week

Contract

Language: English