





## Career Opportunity: Documentation Technician

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- Facilitate the use of the Documentation Center by preparing information aids and provide assistance to staff members and the general public in obtaining information held by the Documentation Center.
- Perform other related tasks as requested by the Director of Government Support Services.

### Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

### Education

- Bachelor of Arts Degree including specialized courses in Library Science.

### Experience

- Four to six years of relevant work experience.
- Experience in archiving and/or information management.

### Language

- Written knowledge of English.
- Fluency in Cree and English.
- Fluency in French is an asset.

### Knowledge and Abilities

- Requires thorough knowledge of Archives and Records Management standards, guidelines, best practices, and relevant legislation.
- Requires thorough knowledge of relevant records and information management technology applications for records retention and retention guidelines.
- Good communication and interpersonal skills.
- Good organizational skills and ability to coordinate multiple tasks and respect deadlines.
- Ability to work well both independently and in a team environment.
- Knowledge of Microsoft Office.

### Additional Requirements

- Typical office setting.
- Ability to lift to 10kg.

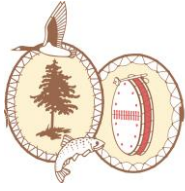
The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

### Application Period

From November 12, 2021 to November 29, 2021

### Application

Your application must be sent by email with the competition number: **GOV-211108-1**



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Valerie Mianscum  
Recruitment Specialist  
Email: [hr@cngov.ca](mailto:hr@cngov.ca)  
Tel.: 819-673-2600