



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.

Records Assistant – Part Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

The Records Assistant applies technical skills in the preparation, classification, scanning and indexing of documents using the Electronic Document Management System. The Records Assistant is responsible for operating digital image scanning equipment to capture quality, readable images efficiently and consistently while meeting all internal and external requirements, including Canadian legal and evidence standards.

Want to know more? You will...

- Perform imaging and digitizing activities in support of the Records and Information Management (RIM) Program and project objectives
- Operate the scanning equipment to produce quality, readable imaged files efficiently and consistently by following established procedures and quality control measures
- Prepare and classify documents for scanning
- Scan and index documents using the Electronic Document Management System
- Ensure data consistency by following established data entry practices and conventions
- Update and maintain paper and electronic files to ensure integrity and accessibility of documents as well as routing and distributing documents

Must Haves:

- Records and Information Management Certificate preferred
- One to two years' experience with digital imaging scanners preferred
- Knowledge and experience with imaging, storing, arranging, indexing and classifying records is preferred
- Experience working within a First Nation Government/Community considered an asset
- Criminal Record Check with results acceptable to WFN

Community. Leadership. Pride.

Perks of Working at WFN:

- Competitive compensation package
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development
- \$300 Employee Health, Wellness and Cultural allowance
- Tim Hortons Day
- Community Breakfast & Community Lunch
- Casual Fridays

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, June 18, 2023.