



Records Management Technician (NOC 1253)

Location: London, Ontario, CAN

DIAMOND AIRCRAFT INDUSTRIES INC. (1560 CRUMLIN SIDEROAD, LONDON ONTARIO, N5V 1S2) SEEKS RECORDS MANAGEMENT TECHNICIAN (NOC 1253) WHO HAS AVIATION FIELD EXPERIENCE TO OPERATE AND MAINTAIN SYSTEMS FOR THE COLLECTION, CLASSIFICATION, RETRIEVAL AND RETENTION OF RECORDS, DOCUMENTS, AND INFORMATION. THIS POSITION WILL INCLUDE THE FOLLOWING DUTIES:

- ◆ Implement company's aviation records classification, retention and disposal processes;
- ◆ Revision of the company's documents;
- ◆ Develop documents management and records classification systems;
- ◆ Classify, code, cross-reference, log and store records;
- ◆ Retention and retrieval of company's documents, records and information;
- ◆ Established records management procedures and schedules;
- ◆ Drafting regulations for records management including procedures for digitalizing the records;
- ◆ Label, prepare and transfer records according to records management procedures and schedules;
- ◆ Develop and operate information retrieval systems to research and extract company's records in response to requests;
- ◆ Compile reports on activities within records management services;
- ◆ Training company's employees to use a newly established documents management and records classification systems.

Required Qualifications:

- ◆ Completion of a three-year college program in information or records management technology OR completion of a Bachelor University Degree (any field);
- ◆ 7-10 years of experience in records management in aviation industry;
- ◆ Ability to communicate orally and in writing in English language;
- ◆ Advanced knowledge of aviation industry terminology required to be able to classify, code and cross-reference company's record;
- ◆ Ability to organize and classify a large number of records;
- ◆ Strong organizational and time management skills.

Preferred extra:

- ◆ Chinese language abilities (a number of company's documents and records are available in Chinese language only).

Permanent, Full time (35 hrs/wk) @ \$54,600/yr. Benefits include dental insurance, medical insurance, disability insurance.

Please send resume to d.talaviya@diamondaircraft.com. Only qualified candidates will be contacted.

JOIN THE DIAMOND FAMILY!

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