

Records Clerk

Title: Records Clerk
Status: Full Time
Dept: CriticalControl Solutions Inc.
Location: Edmonton

CriticalControl Solutions Inc. is an innovative solutions provider delivering systems and technology expertise and electronic business solutions to a wide range of business and government clients across Canada. Combining vision, innovation and expertise, CriticalControl Solutions has become a leader in document conversion, document management and Enterprise Content Management (ECM) solutions. We are a rapidly growing company undergoing significant change and we currently are seeking versatile Records Clerks to work in our Service Bureau.

- **Digital scanning:** Utilizing a computer to run high volume scanners, data entry, quality assurance, indexing, rescan or auditing. Strong keyboarding skills and comfort working within a Windows operating system is essential. Typing speed of at least 40-50 wpm is a must.
- **Microfilming:** Operating micrographics equipment to film paper records. This includes the use of microfilm cameras, processing of film, completing quality assurance and loading images into jackets.
- **Document Preparation:** Removing files from boxes, creating batches of records, inserting separator sheets, sorting by client requirements, and removing staples. Attention to detail and the manual dexterity to prepare boxes of records for microfilming or scanning, are important skills.

Some experience with document handling is an asset for all roles, however, we will provide training as needed.

For our permanent positions we offer a competitive flex benefits plan, three weeks of paid vacation in your second year of employment, and a comfortable work environment.

Due to the confidential nature of the documents that are handled, successful candidates will be required to provide a clear criminal record check.

If you are interested in these positions, please forward your resume to hr@criticalcontrol.com quoting **Records Clerk** in the subject line, or fax your resume to (780) 426-3925.

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

No unsolicited agency referrals please.