**Records & Information Management Practitioner**

**\*\* Expressions of Interest Welcomed \*\***

*Perth, CBD*

*Full-time / Part-time / Casual Options Available*

**The Role**

Are you ready to kick-start your career in the records and information management industry?

We are offering you a great opportunity to join one of our longest running projects. This project will see you working up to 38 hours per week with casual or part-time options considered for the right candidate.

It is essential that you have an eye for detail, can work at a fast pace and can hit the ground running. Ideally, we are seeking applications from people who have had some experience in a similar role, although this is not essential.

**The main duties and skills required for the role include:**

* Undertake a range of information management activities in the provision of corporate recordkeeping services to support the business’s needs
* Provide advice and support to the business to ensure recordkeeping practices meet the departmental objectives and ensure compliance with internal and external requirements
* Policy and process development
* Training and support
* Other tasks as instructed by Supervisors

**To be successful in this role, you will have:**

* Demonstrated understanding of Information Management, including the sciences of Document and Records Management
* Demonstrated experience with records management practices, including record creation, file classification, archival and destruction methods
* Knowledge and experience in the use of a document management system, such as Content Manager and / or Objective
* Exposure to relevant legislation, including the WA State Records Act 2000
* Highly developed interpersonal and communication skills

**To apply for this role or to register your interest:**

Please send your current resume along with a covering letter to [jobs@infoproficiency.com.au](mailto:jobs@infoproficiency.com.au) or if you’d like to speak to us about the role please call Rebecca on +61 8 6230 2213.

Closes: 7th June 2023