

<b>Position:</b>	Scanning Clerk	<b>Hours:</b>	35 hours/week Flexibility is required
<b>File No.:</b>	FACSFLA-2017-46	<b>Number of Positions:</b>	2
<b>Employment Type:</b>	Permanent Full time	<b>Location:</b>	817 Division Street, Kingston ON
<b>Date Posted:</b>	August 8, 2017	<b>Closing Date:</b>	August 18, 2017

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**Position Summary:**

Reporting to the Quality Assurance Manager, the incumbent is responsible for scanning and saving documents into CPIN (Child Protection Information Network). Responsible for organizing and digitizing documents (paper/electronic). The incumbent is responsible to uphold the security and integrity of the Agency's information throughout the scanning process. They will assist in the information retrieval as required as well as coordinate information management initiatives.

**Required Qualification:**

- Post-Secondary education or related experience
- Demonstrated interpersonal skills to successfully collaborate with Agency staff
- Proficient computer skills and keyboarding skills
- Advance level word processing skills in a Windows environment using Microsoft Office Suite
- Proven ability to work independently as well as to function as a cooperative team member.
- Proven organizational skills to set and meet priorities and manage assigned workload organizational skills
- Good communication skills – written, oral
- Ability to enter data and research data utilizing database technologies
- Highly self-motivated and directed with keen attention to detail
- Proven experience working with databases or document management software. Experience with Open Text and/or the Provincial Child Protection Information Network (CPIN) preferred, word processing skills in a Windows environment using Microsoft Office Suite
- Proficiency with electronic mail.
- Ability to lift and move file storage boxes
- Valid driver's license

**How to Apply:**

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: [hr@facsfla.ca](mailto:hr@facsfla.ca) Interested and qualified applicants are invited to apply in writing by August 18, 2017.
  - Please include the competition number and the title of the position in the subject line of the email.
  - Please submit cover letter and resume as a single attachment.
  - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website at: [www.facsfla.ca](http://www.facsfla.ca)

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at [hr@facsfla.ca](mailto:hr@facsfla.ca) .

NOTE: We are a scent-free workplace.