



CAREER OPPORTUNITY

Position Title:	Records Management Specialist
Competition Number:	2026-25
Department:	City Clerk's Office
Employee Group:	Summer Job
Salary:	\$16.35/hr
Closing:	This position will remain open until filled

The Document Scanning Specialist is responsible for the preparation, scanning, indexing, and quality control of physical records as part of the City of Corner Brook's Legacy Records Digital Scanning Project. This role supports the organization's transition from paper-based to digital records by ensuring that documents are accurately captured, properly indexed, and stored in the appropriate electronic repository.

Working with specialized scanning equipment and software, the incumbent ensures that all scanned records meet established quality standards and are correctly routed to designated output locations. This position plays a critical role in strengthening records management practices and supporting compliance, accessibility, and long-term information governance.

The successful applicant must meet the eligibility for funding under the Canada Summer Jobs Program. Applicants must be between 15 to 30 years of age at the start of employment. Applicants must be a Canadian citizen or permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. The successful candidate must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

The City of Corner Brook is committed to supporting applicants with disabilities throughout the recruitment process. Accommodations are available upon request by contacting Human Resources at hr@cornerbrook.com.

Please forward résumés, **giving complete details of qualifications**, to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; E-mail careers@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.