



STUDENT OPPORTUNITY

The Town of Pelham is now accepting applications for the following position:

Scanning Clerk (Temporary 5 Month Contract)

The Town of Pelham is accepting applications for a temporary Scanning Clerk, responsible for the accurate scanning, digitization, and organization of documents to ensure efficient record-keeping and easy retrieval, as well as other clerical tasks. This opportunity is intended to provide a generalist learning experience.

Duties include:

- Operate scanning equipment to convert hard copy documents into digital format.
- Ensure scanned documents meet established quality standards and are properly classified, transferred, and destroyed, following the Town's Records Management Policy and procedures.
- Organize and file digital documents in accordance with established file structures and naming conventions.
- Maintain document logs and track the progress of ongoing scanning projects for the Town's Corporate Services, Community Planning and Development and Clerks Departments.
- Collaborate with team members to ensure timely completion of scanning tasks and adherence to project deadlines.
- Adhere to document handling procedures and maintain confidentiality of sensitive information.
- Other related duties as assigned.

The successful candidate will possess the following:

- Post-secondary education in Office Administration or related field.
- Experience with document scanning and digitization is preferred.
- Exceptional attention to detail and organizational skills.
- Ability to work independently and follow instructions accurately.
- Basic computer skills and familiarity with Microsoft Office Suite.

Salary: \$20.56 per hour (part-time, up to 25 hours per week).

Resumes must be submitted directly to the Manager of People Services at hr@pelham.ca by 9:00am on **Friday, October 11, 2024.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.