

# Analyst – Information & Records Management



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Web :

## Job Summary

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Vacancy :

Deadline : Sep 23, 2024

Published : Aug 23, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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At Deloitte, we are driven to inspire and help our people, organization, communities, and country to thrive. Our Purpose is to build a better future by accelerating and expanding access to knowledge. Purpose defines who we are and gives us reason to exist as an organization. By living our Purpose, we will make an impact that matters.

- Enjoy flexible, proactive, and practical benefits that foster a culture of well-being and connectedness.
- Enjoy My Benefit Dollars - a flexible benefit to support your physical, financial and emotional well-being.
- Experience a firm where wellness matters.

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## What will your typical day look like?

As a member of the Information and Records Management team you will manage electronic and paper records in the Ottawa office throughout the information lifecycle. Some key responsibilities include:

- Delivering live training in a virtual environment
- Filing service requests using ServiceNow (MySupport) software
- Performing destruction of paper and electronic records
- Managing relationship with records vendor
- Reconciling invoices
- Compiling monthly reporting
- Coordinating deliveries/returns of paper records
- Performing paper record inventories

## About the team

The Information and Records Management team sits within the Privacy and Confidentiality Office along with Data Governance. We are a high-performing and client-centric delivery team dedicated to the success of our partners and practitioners. Our 800+ professionals set the standard for what quality service delivery looks like amid an environment of rising business expectations and market disruption.

## Enough about us, let's talk about you

You are someone who has:

- 2-5 years of experience in information and records management
- Ability to work in the Ottawa office and to lift 35 pounds
- Excellent verbal and written communication skills with the ability to convey information in a clear and concise manner
- Strong attention to detail and ability to analyze information
- Proven proficiency with technology (MS Excel, Zoom, Microsoft Teams, EDRMS) and desire to learn new tools
- Ability to work autonomously and as a team member within a hybrid environment
- Experience with OpenText technology is an asset
- Certification in Records Management or related field is an asset
- Member of ARMA International an asset
- Bilingualism (English & French) is considered an asset

## Total Rewards

The salary range for this position is \$47,000 - \$78,000, and individuals may be eligible to participate in our bonus program. Deloitte is fair and competitive when it comes to the salaries of our people. We regularly benchmark across a variety of positions, industries, sectors, targets, and levels. Our approach is grounded on recognizing people's unique strengths and contributions and rewarding the value that they deliver.

Our Total Rewards Package extends well beyond traditional compensation and benefit programs and is designed to recognize employee contributions, encourage personal wellness, and support firm growth. Along with a competitive base salary and variable pay opportunities, we offer a wide array of initiatives that differentiate us as a people-first organization. Some representative examples include: \$4,000 per year for mental health support benefits, a \$1,300 flexible benefit spending account, 38+ days off (including 10 firm-wide closures known as "Deloitte Days"), flexible work arrangements and a hybrid work structure.

**Our promise to our people: Deloitte is where potential comes to life.**

**Be yourself, and more.**

We are a group of talented people who want to learn, gain experience, and develop skills. Wherever you are in your career, we want you to advance.

**You shape how we make impact.**

Diverse perspectives and life experiences make us better. Whoever you are and wherever you're from, we want you to feel like you belong here. We provide flexible working options to support you and how you can contribute. Be the leader you want to be.

**Be the leader you want to be**

Some guide teams, some change culture, some build essential expertise. We offer opportunities and experiences that support your continuing growth as a leader.

**Have as many careers as you want.**

We are uniquely able to offer you new challenges and roles – and prepare you for them. We bring together people with unique experiences and talents, and we are the place to develop a lasting network of friends, peers, and mentors. Our TVP is about relationships – between leaders and their people, the firm and its people, peers, and within in our communities.

**The next step is yours**

At Deloitte, we are all about doing business inclusively – that starts with having diverse colleagues of all abilities. Deloitte encourages applications from all qualified candidates who represent the full diversity of communities across Canada. This includes, but is not limited to, people with disabilities, candidates from Indigenous communities, and candidates from the Black community in support of living our values, creating a culture of Diversity Equity and Inclusion and our commitment to our [AccessAbility Action Plan](#), [Reconciliation Action Plan](#) and the [BlackNorth Initiative](#).

We encourage you to connect with us at [accessiblecareers@deloitte.ca](mailto:accessiblecareers@deloitte.ca) if you require an accommodation for the recruitment process (including alternate formats of materials, accessible meeting rooms or other accommodations). We'd love to hear from you!

By applying to this job you will be assessed against the Deloitte Global Talent Standards. We've designed these standards to provide our clients with a consistent and exceptional Deloitte experience globally.

Deloitte Canada has 30 offices with representation across most of the country. We acknowledge our offices reside on traditional, treaty and unceded territories as part of Turtle Island and is still home to many First Nations, Métis, and Inuit peoples. We are all Treaty people.

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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