



**GOVERNANCE & LEGAL SERVICES, POLICY & COMPLIANCE OFFICE
SUMMER STUDENT – FULL TIME TERM**

Reporting to the Manager, Policy and Regulatory Compliance/Advisor, Governance & Legal Services, as a member of Governance, Risk & Compliance, the student will be primarily responsible to identify, amalgamate and reorganize the documents currently stored in existing records management, including, electronic, paper, and legacy organization record management files.

Duties:

- Ensure proper records are stored appropriately following best practice naming conventions and file support,
- Scan hard copies or electronically transfer governance records, documents, files and legal opinions.
- Scan hard copies or electronically transfer approved policies, procedures, and other documents, and archive digitally in the records management system.
- Prepare a file structure that can be digitally uploaded into the records management system.
- Prepare and arrange for hard copies to be sent for physical archiving or disposal according to records schedules.
- Other duties as assigned.

Primary Qualifications:

- Currently enrolled in post-secondary education.
- Area of study: business administration, business and administrative studies, legal assistant, records and information management, project management or a related discipline.
- Strong organization, documentation, and attention to detail with a high degree of accuracy.
- Comfortable working independently and in a remote work environment.
- Experience in web maintenance; WordPress experience an asset.
- Manitoba Liquor and Lotteries is committed to Diversity, Equity, and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous Peoples, members of racialized groups, persons with a disability and those who identify as 2SLGBTQIA+ are encouraged to apply

Interested Individuals should apply by submitting a current resume and application to:

Email: careers@mbll.ca

All applications are due by January 31, 2024

We thank all interested applicants, however, only those selected for interviews will be contacted.