

Title: Document Production Associate

Location: Ottawa

Language Proficiency: English

Job Status: Casual

Founded in 1998, CDCI Research is Canada's largest historical research management and litigation support company. CDCI Research has offices in both Ottawa and Vancouver and provides litigation support, historical and applied research and records management to public and private sector clients across Canada. To learn more about CDCI, please visit our website at www.cdc.ca.

Job Overview

Under the direction of the Research Manager, the Document Production Associate is responsible for working in databases and providing data entry services. This role also performs various document production and management tasks including photocopying, photographing and image editing, scanning and organizing documents.

Duties/Responsibilities

- Perform data entry of specified tombstone data from documents into databases
- Perform routine document production tasks such as photocopying, photographing and image editing, scanning, filing, indexing and labeling documents according to project protocols
- Conduct quality assurance of tombstone data in databases including proofreading and verifying document protocols are being followed
- Maintain tracking/control sheets for various phases of the document production and data entry process
- Communicate with team members and Research Manager when project issues arise related to document production, document management or data entry tasks
- Other duties as assigned/required

Experience and Qualifications

- Post-Secondary degree
- Minimum of four months experience conducting document management activities with paper-based and electronic documents
- Minimum of four months experience working with databases in a research or business environment
- Strong attention to detail and high level of accuracy

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- Strong organizational skills and an ability to prioritize tasks
- Strong written and oral communication skills
- Ability to work both independently with minimal supervision and as part of a team
- Experience working with document/data management software is desirable
- Prior experience working with primary sources and archival documents is an asset
- Experience working with Excel including creating tables and writing formulas is an asset
- Holds existing PWGSC security clearance is an asset

If you are interested in the position and meet the above qualifications, please submit your resume and cover letter to careers@cdci.ca with subject line “Document Production Associate”. In your response, please detail in bullet point fashion how your skills align to each of the noted qualification criteria.

CDCI Research would like to thank all applicants for their interest; however, due to the large volume of applications, only those selected for interviews will be contacted.