



NEW BRUNSWICK ENERGY & UTILITIES BOARD

COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS
NOUVEAU-BRUNSWICK

Records and Information Officer

Location: Saint John, New Brunswick

The New Brunswick Energy and Utilities Board is an independent quasi-judicial tribunal which regulates the industries and utilities under its jurisdiction. More information on the Board can be obtained at: <http://www.nbeub.ca>.

The Board is seeking an individual to join our team as a Records and Information Officer in Saint John. Reporting to the Executive Director of Finance, the Records and Information Officer will be responsible for the organization, storage, protection, and access of records within the Board in compliance with policies and procedures.

Key responsibilities will include, but are not limited to:

- Systematically managing information assets from creation or receipt through processing, distributing, sharing, using, accessing, organizing, storing, retrieving and final disposition;
- Organizing and describing records according to a standardized classification file plan;
- Capturing, sorting, classifying and coding records;
- Filing correspondence in all formats;
- Applying retention and disposition to semi-active records and preparing them for transfer to off-site storage;
- Converting hard copy files to digital files and, using the Board's filing system, making them available and searchable through the Board's website;
- Obtaining approvals for inactive records destruction under approved records retention and dispositions schedules;
- Responding to *ad hoc* requests by searching, locating, retrieving and delivering information assets promptly;
- Communicating and arranging with suppliers for the continued technical maintenance of the Board's electronic filing system; and
- Other related duties may be assigned as necessary for operational requirements

ESSENTIAL QUALIFICATIONS: The preferred candidate will have a post-secondary degree in Records and Information Management and work experience with filing systems or records management. Strong computer skills and excellent written and spoken competence in English is required. Strong spoken and written and French language skills are an asset.

TECHNICAL COMPETENCIES: The successful candidate must possess the ability to use office technology, software, and applications. An understanding of and experience with records management policies, procedures and practices are required.

Salary: Salary will be competitive and commensurate with education and experience.

This is a unique opportunity to work in a collaborative team environment. If this challenging role and the opportunity to join a dynamic organization meet your career objectives, please forward your resume in confidence on or before Sunday, July 27, 2025, to the attention of:

Ms. Morgan MacLean
Executive Assistant and HR Clerk
New Brunswick Energy and Utilities Board
Brunswick House
44 Chipman Hill, Suite 800
P.O. Box 5001
Saint John, New Brunswick
E2L 4Y9

Email: Morgan.MacLean@nbeub.ca

While we appreciate the interest of those who submit an expression of interest, only those candidates selected for consideration will be contacted.