



The Eastern Shores School Board is seeking applications from interested candidates for the following position:
DOCUMENTATION TECHNICIAN (4205)

POSTING #	ESSB-S25-02	2nd Posting
WORKPLACE	Eastern Shores School Board Administrative Office 40, Mountsorrel, New Carlisle (Quebec) G0C 1Z0	
STATUS	Non Regular	
WORKLOAD	18 hrs per week	
HOURLY RATE	Between \$26.63 to \$34.45 per hour	
WORK SCHEDULE	To be determined	
IMMEDIATE SUPERIOR	Administrative Officer	
START DATE	Immediately	
DATE OF POSTING	March 30, 2026	
DEADLINE FOR APPLICATIONS	Until filled	

NATURE OF WORK

The principal and customary work of an employee in this class of employment consists in performing technical tasks related to the organization and operation of one or more documentation centres: libraries or document management centres.

SPECIFIC FUNCTIONS

- Respond to research requests, provide general information and technical assistance;
- Provide training and have an advisory role toward the employees;
- Apply and understand archival laws;
- Develop and apply archival tools: classification plan, disposal calendar, electronic document management software, etc.;
- Develop and enforce policies, guidelines and procedures;
- Carry out documentary processing and management of the archive repository;
- Promotion of the archive center;
- Any other related task related to the performance of the documentation technician function.

REQUIRED QUALIFICATIONS

Hold a Diploma of College Studies in Information and Library Technologies or a diploma or an attestation of studies recognized as equivalent by the competent authority.

****Specialized training may be provided, depending on the candidate's level of experience and training. ****

OTHER REQUIREMENTS

- Ability to research documents and use computerized tools
- Meticulousness, attention to detail in order to carry out research with precision and rigor
- Organizational skills and good working methods, following pre-established filing methods.
- Ability to work as part of a team, collaborating with other documentation technicians, librarians or archivists
- Have good physical capacity;
- Ability to handle loads of approximately 35 pounds;
- Be comfortable working at heights.

Interested candidates should forward their curriculum vitae, transcripts and diplomas, indicating in the subject the posting number **ESSB-S25-02**, to job.opportunity@essb.qc.ca.

Eastern Shores School Board is committed to equal access to employment and encourages applications from women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities. ESSB will only contact the candidates selected for interviews.