THEM DAYS

NOW HIRING

Them Days Incorporated, a not-for-profit registered charity, is inviting applications for the position of Archive Techinician/Administrator. We are looking for a flexible and hard-working individual who is eager to apply their skills to two areas of our operations: the archive and administration.

Duties will include:

- Maintaining archival records
- Assisting with research requests
- Cataloguing archival acquisitions
- Digitizing archival media
- Data entry
- Filing
- Bookkeeping
- Retail sales
- Inventory control and management
- Subscription records and management
- Coordination of meetings
- Proposal development
- Fundraising
- General office duties

Qualifications:

- Experience working in an archive
- Demonstrated working knowledge of Simply Accounting/MS Office Suite
- Organizational skills
- Customer service-oriented
- Ability to work with minimal supervision, and/or in a team

Salary: Commensurate with experience. The position is a full-time job (35 hours/week).

Closing date: Wednesday, January 10, 2018

Please send your resume to:

Them Days
P.O. Box 939, Stn. B
Happy Valley-Goose Bay, NL A0P 1E0

Fax: (709) 896-4970

E-mail: themdays@themdays.com

We thank all those who apply; however, only those selected for an interview will be contacted.