Records Management Analyst

Vestcor has a full-time position available for a Records Management Analyst.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada, providing global investment management services to 11 different client groups representing approximately $24.4 billion in assets under management. We also provide administration services to 11 pension plans and five employee benefit plans.

Reporting to the General Counsel, the Records Management Analyst ensures that physical and electronic records are organized, secure, accessible, and managed in compliance with legal, regulatory, and business requirements.

Working closely with business teams, the Information Technology Team, and the Privacy Administrator, the successful candidate will support records classification, retention and disposition activities, information governance initiatives, contract administration, and third-party risk management. Responsibilities also include coordinating records retrieval, monitoring key contract deadlines, and maintaining centralized repositories and inventories.

The ideal candidate has a post-secondary education in a related field and experience in records management, information governance, or contract administration. Strong organizational, analytical, and communication skills are essential, along with proficiency in Microsoft 365 and document management systems.

Experience with SharePoint, a regulated environment, and bilingualism in English and French are considered strong assets. Written and spoken competence in English is required.

In the cover letter, candidates must demonstrate why they believe they have the required qualifications and skills for this position.

We offer a competitive salary, an excellent benefits package, and a challenging and rewarding team environment. The successful candidate will participate in the New Brunswick Public Service Pension Plan.

Vestcor supports a diverse and inclusive work environment and encourages applications from all qualified applicants. Interested applicants must forward their cover letter and resume by **December 3, 2026**.



HOW TO APPLY

Director Human Resources

Vestcor Inc.
100 – 140 Carleton St.
Fredericton, NB E3B 3T4

Or via e-mail to:
careers@vestcor.org

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POSITION DESCRIPTION

Title:	**Records Management Analyst**
Department:	**Corporate Services**
Immediate Supervisor:	**General Counsel**
Salary Range:	**Min.: $66,000 / Mid.: $88,000 / Max.: $110,000**

CORE ACCOUNTABILITY

The Records Management Analyst administers and improves Vestcor's records management framework. The position helps ensure that physical and electronic records are organized, accessible, appropriately protected, retained, and disposed of in accordance with applicable legal, regulatory, contractual, and policy requirements.

Reporting to the General Counsel, the Analyst works with the Privacy Administrator as well as the Information Technology and Risk Management Teams to support effective information management across Vestcor's pension administration, investment management, and corporate activities.

MAJOR RESPONSIBILITIES

Records and Information Management

- Maintain and recommend updates to records management policies, procedures, classification structures, and retention schedules, reflecting changes in applicable requirements and business needs
- Maintain central files and other approved repositories, including inventories identifying record ownership, location, sensitivity, and retention requirements
- Help business teams consolidate and organize records, improve electronic filing practices, reduce paper storage where possible, and migrate information to approved repositories
- Coordinate authorized retention and secure disposition activities, maintain supporting documentation, and administer legal holds and other preservation instructions under the General Counsel's direction
- Work with the Privacy Administrator and the Information Technology Team to support appropriate classification, access controls and protection of personal, confidential, and privileged information, and promptly escalate information-handling concerns
- Coordinate records searches and retrieval for business needs, audits, privacy requests, investigations, and legal or regulatory matters, including client records-management support where applicable

Contract and Third-Party-Risk Administration

- Maintain a centralized inventory of contracts and related third-party relationships, including executed agreements, amendments, business owners, key obligations, approvals, and supporting documentation
- Track renewal, notice, termination and review deadlines; coordinate reminders and follow-up with responsible business owners
- Organize and link due-diligence materials, risk assessments, approvals, and monitoring evidence; and track outstanding reviews and remediation actions under the direction of the responsible functions

Training, Systems, and Continuous Improvement

- Develop practical guidance and provide employee training on records management and contract-record requirements
- Work with the Information Technology Team to improve approved records, contract and workflow tools, including Microsoft 365 and SharePoint
- Liaise with industry peers, associations, and records-related service providers
- Review records and inventory quality, report material gaps and overdue actions, and recommend practical improvements to the General Counsel.

COMPETENCY PROFILE

- Post-secondary education in social science, library science, legal or paralegal studies, or a related field, or an equivalent combination of education and experience
- Relevant experience in records management, information governance or contract administration; experience in a regulated environment is an asset
- Knowledge of records classification, retention, secure disposition, and confidentiality practices. Relevant professional certification is an asset
- Proficiency with Microsoft 365 and experience using document repositories, databases, or workflow tools; SharePoint experience is an asset
- Strong analytical and organizational and problem-solving skills, with attention to detail and the ability to manage competing deadlines
- Sound judgment, discretion, and the ability to work independently while recognizing matters requiring escalation
- Strong interpersonal, training, and communication skills
- Written and spoken competence in English is required, and French would be considered an asset