



## **JOB TITLE: Manager, Information & Records Management**

### **About North Atlantic**

Headquartered in St. John's, Newfoundland and Labrador, North Atlantic is a diverse and growing operator in retail gas and convenience, commercial, and wholesale fuels. A leader in the energy industry in the region for more than 30 years, its group of companies, NARL Marketing LP, North Sun Energy, NARL Logistics LP, Canadian Maritime Agency Ltd. (CMAL) and Terra Velo Solutions (TVS), collectively manage a robust energy and logistics network across Atlantic Canada, supplying customers with gasoline, diesel, marine fuel, heating oil, and jet fuel.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live.

Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

North Atlantic has built its reputation on quality products, extraordinary service, and support for local communities. With our people first approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

**For more information about the North Atlantic, please visit [www.northatlantic.ca](http://www.northatlantic.ca)**

### **Position Overview**

The Manager, Information & Records Management is accountable for the operational management and continuous improvement of the organization's records and document management practices. This role ensures that information—both physical and electronic—is properly classified, retained, protected, and disposed of in accordance with legal, regulatory, and business requirements.

### **Responsibilities**

#### **Records & Information Lifecycle Management**

- Manage the full lifecycle of records and information, from creation through defensible disposition.
- Apply and enforce standards defining records versus non-record or transitory information.
- Administer and maintain the approved records retention and disposition schedule.
- Coordinate legal holds and ensure suspension of disposition where required.



## **Document Management Systems**

- Administer and optimize enterprise document management systems and repositories.
- Define and enforce metadata standards, naming conventions, and version control practices.
- Partner with IT to ensure systems support role-based access, retention automation, and audit logging.

## **Physical Records Management**

- Oversee physical records storage, indexing, retrieval, and secure destruction.
- Manage relationships with off-site storage and shredding vendors.
- Ensure physical records are tracked and disposed of in compliance with retention schedules.

## **Risk, Compliance & Advisory**

- Collaborate with Legal, Privacy, Compliance, and Cybersecurity teams to reduce information risk.
- Support audits, investigations, regulatory inquiries, and eDiscovery activities.
- Monitor legislative and regulatory changes impacting records and information management.

## **Training & Enablement**

- Develop and deliver training on records management and information handling practices.
- Act as the primary advisory contact for records and document management questions.
- Drive adoption of standardized information management practices across the organization.

## **People & Vendor Management**

- Provide day-to-day leadership and direction to assigned staff or contractors.
- Manage third-party vendors supporting records and document management services.



## Qualifications

- University degree in Information Management, Records Management, Library Science, or related discipline.
- 5 - 8 years of experience in records management, information management, or document management roles.
- Hands-on experience managing enterprise document management systems.
- Strong understanding of records versus non-records and defensible disposition practices.
- Experience working in regulated environments and partnering with Legal or Compliance teams.
- Risk-based decision-making experience.
- Sound understanding of data and information lifecycle management concepts.
- Strong organizational skills with the ability to prioritize and act under pressure.
- Solid verbal, written and oral communication skills.
- Sound analytical thinking, planning and execution skills.
- Strong communication and problem-solving skills.
- Enthusiastic, self-starter with the ability to work as a team, and take the initiative to contribute to the company's overall success.

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution• Employee and Family Assistance Program• Free on-site parking • Employee engagement activities

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to [careers@northatlantic.ca](mailto:careers@northatlantic.ca).