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# Example of Records Administrator Job Description

Our growing company is searching for experienced candidates for the position of records administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for records administrator

* Assisting in the Australia and New Zealand wide implementation plan
* Developing and implementing the information and records management operational standards, guidelines, templates and procedures within Company policies, and relevant legislation and regulations
* Providing expertise on established classifications and taxonomies and catalogues of the company's activities for inclusion in systems while maintaining the highest level of accuracy
* Significantly enhancing information retrieval for internal and external clients
* Providing ongoing training, technical and user support to assist staff meet record keeping obligations and the effective use of records management systems
* Strive to improve areas of contact on a daily basis
* Retrieve and distribute reports from the local management information system on a daily/weekly/monthly basis
* Perform a variety of clerical duties concerning student records to ensure compliance
* Coordinate and reconcile all student finances services including
* Process employee data changes to include, but not limited to

## Qualifications for records administrator

* Demonstrate ability and willingness to learn
* Proficiency in Microsoft Office suite (Outlook, Word, Excel) and data management software (SAP preferred)
* Available to work on site as required by job
* Degree in records, library and/or information management preferred
* Ideally, a minimum of three years relevant experience within the records information management field specialising in systems support in the IT sense
* Advanced knowledge and expertise of software applications and technologies used in records management preferably including FileTrail, SQL database, and the full suite of Microsoft Office applications