Downloaded from <https://www.velvetjobs.com/job-descriptions/records-administrator>

# Example of Records Administrator Job Description

Our growing company is looking for a records administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for records administrator

* To establish working relationships with key contacts to help improve service levels
* To gather and analyse data to update administrative systems with accurate information, establishing basic trends and patterns in any data submitted
* To support the work of the team, contributing to team meetings, developing good practice within the team and assisting colleagues in their work
* To contribute to a customer focussed culture within the team
* To work with members of the team to ensure that agreed standards and levels of services are met at all times
* Using various software systems, enter document information
* Develop, implement, and maintain a Records Management system that is aligned with corporate policies and practices, and that ensures compliance with respect to record-keeping requirements and addresses all forms of record media
* Ensure the preservation and accessibility of relevant and critical Regional records
* Assists with maintaining student academic records
* Assists with enforcing academic rules and regulations

## Qualifications for records administrator

* Knowledge in the forest industry is desirable
* An aptitude to learn and build experience with log accounting, business systems, and land records
* Writing skills sufficient to prepare documents meeting legal requirements
* Clinton, OK
* Human Resources and/or employment legal experience preferred
* Must be able to handle a high volume of work in a fast-paced environment