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# Example of Records Administrator Job Description

Our company is growing rapidly and is looking for a records administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for records administrator

* Direct and conduct internal reviews
* Facilitate and coordinate CORA responses and legal discovery requests with City Attorney’s office
* Scan and file all induction and training records and upload to Business Collaborator
* Assist in the collation of training records
* Record all Near Miss Cards received and track close out actions
* Record all site inspections received and track close out actions
* Update accident trackers with information from investigation and chase close out action
* Have a good working knowledge of MS Word and Excel
* Have experience in providing administration support
* Have strong attention to detail and a high level of accuracy

## Qualifications for records administrator

* Previous aircraft records experience preferred
* Must demonstrate behavior that portray the company core values of Safety, Respect, Trust, Collaboration, Value and Passion while communicating with personnel and acting on behalf of the company
* Possess an Associates Degree or higher
* Minimum two [2] years of experience with advanced desktop publishing and/or graphic design
* Experience in creative design and publishing of extensive news letters or magazines
* High school diploma required and 5+ years related experience within the financial industry