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# Example of Records Management Specialist Job Description

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

## Responsibilities for records management specialist

* The primary responsibilities of the Administrative Support/Records Management include meeting and administrative support, cataloging data, providing customer assistance in locating specific data
* The primary responsibilities of the Training Coordinator/Records Management include cataloging data, providing customer assistance in locating specific data
* Managing the onsite archives
* Managing the inventory of offsite storage locations
* Supporting the general activities of the QA Document Control Group as required
* Oversees work performed by contract service providers with overall accountability for the successful completion of this work
* Ensures that all Information and record requests are completed within agreed upon SLAs
* Oversees offsite storage operations, including transfer of retained records to commercial record centers, maintaining a complete inventory in the designated records management application, account inventory reconciliation projects, and coordinating disposal of records that have reached the end of their retention cycle
* Leads effort to determine disposition of abandoned content
* Facilitates scanning/vital records protection by working with requestors to determine if the work can be completed internally or externally

## Qualifications for records management specialist

* Possession of a Certified Records Management certificate are advantageous
* Experience with information technology including data mapping/classification systems, system architecture and electronic
* Experience with systems to enter task related time sheets
* Need to be comfortable working in a team environment and understand the contractual obligations personal responsibilities
* Controlled document issuance, filing and archival experience
* 5+ years experience in records management within the Biotech/Pharmaceutical industry