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# Example of Records Management Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of records management specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for records management specialist

* Supports the Manager, Records Retention to ensure financial, legal and administrative requirements are complying with regulations by
* Interface with departments to support retrieval projects and ensure information needs are met
* Recommend changes or revisions to records retention schedules
* Coordinate transfer, recall, and disposition of records to commercial records storage centers
* Update and maintain Records Retention and Turnover Plan consistent with government, contract and
* Mail Sort/Processing of Daily Mail Intake
* Document Request fulfillment
* Perform additional duties as upon growth and acquired skillsets, and additional responsibilities to meet the needs of the business
* Answer complex questions and requests made by constituents who call on the general department line
* Respond to written requests from donors by communicating directly with the donors whenever the response requires no specialized follow-up from other Development Department management or staff

## Qualifications for records management specialist

* Ability to think strategically and desire to be a hands-on practitioner as required
* Identify key records when required in the BAU, problem solving, client interaction, legal and regulatory process
* The incumbent will be expected to engage with senior management across multiple and diverse business operations with key external stakeholders
* Demonstrates strong analysis and problem solving skills
* Ability to handle multiple projects and exercise good judgment in prioritizing tasks
* Able to work cross-functionally and develop collaborative internal and external relationships to achieve objective outcomes through influence