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# Example of Records Management Job Description

Our innovative and growing company is looking to fill the role of records management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for records management

* Incorporate the existing Navy Administrative Record into the NASA Ames Environmental Document Library
* Maintain the existing Navy Administrative Record in the NASA Ames Environmental Document Library
* Support NASA records management audits
* Training and organizational change management
* Risk identification and key performance indicator management
* Records classification and meta data standards
* System compliance assessments
* Executes the initiation, processing, routing, distribution and archiving of cGMP documentation
* Executes the document change control function
* Maintains and provides customer service for the record management room

## Qualifications for records management

* Experience necessary in financial services, Investment Bank, and/or Management Consultancy, with experience in EDRMS environment
* Ability to manage major incidents and to handle conflict between stakeholders
* Significant experience in Service Support and Delivery preferably in a global company, pharmaceutical background is a plus
* Experience in handling large scale Records Management environments
* Understanding complex technical solutions and interdependencies with business capabilities and business operations in the records management area
* Devops mindset and full solution lifecycle understanding (including challenges multiple layers, product patching and solution patching)