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# Example of Records Management Job Description

Our innovative and growing company is hiring for a records management. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for records management

* Uses experience and expertise to implement an efficient records management system for University research and business records in compliance with all relevant laws, standards, and regulations
* Serves as a subject matter expert for the electronic document management system
* May assist in user training on the electronic document management system
* Provides Records Management support during regulatory agency inspections and corporate audits
* Performs update maintenance on imaged accounts
* Serve on the Records Retention Committee
* Prepare formal and informal communications to internal business partners and direct management regarding initiatives
* Leveraging, developing and implementing KM best practices such as Communities of Practice, lessons learned
* Acts as the central point of contact for all policy-related matters on behalf of the Administrative Services department
* Responsible for the eTMF lock which is only performed once the eTMF is complete

## Qualifications for records management

* Proven track record in managing large and/or complex global teams direct and/or in projects
* Customer and service first attitude
* Report generation, validation and preparation of P-files
* Strong teamwork and communication skills and the ability to follow written and verbal instructions
* Working knowledge of common computer systems such as Microsoft Office is required
* Experience with electronic document management systems and electronic learning management system, is preferred