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# Example of Records Manager Job Description

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

## Responsibilities for records manager

* Monitors the effectiveness of the referral tracking processes by using metrics
* Assesses and processes concerns and issues from clinic staff and direct reports pertaining to the function of the clinic and acts in the best interest of the organization to make improvements
* Participating in interviewing, hiring and training employees/consultants for special projects, integration activities
* Supports activities and tasks related to compliance with the corporate records management program
* Provide ongoing guidance related to compliance with the corporate records management program, including review of existing practices by MS groups and individuals, training to ensure compliance is maintained
* Provide and augment templates and other compliance tools
* Support regular review and assessment of the corporate records management program
* Support tasks related to the development of a policy effectiveness audit/study
* Liaison and coordinate with the records operations team specific to activities related to records operations such as audit and destruction reviews and approvals
* Oversee the management of electronic and/or paper-based information

## Qualifications for records manager

* Familiarity with fundraising industry, preferably in a museum environment
* Knowledge of IRS requirements in posting and acknowledging gifts
* 1-2 years experience in a similar role preferable but not essential
* Knowledge of records management principles including issues relating to the management of business records in paper and electronic formats and the ability and willingness to keep up to date with new trends is strongly favorable
* Experience in Electronic Document Management Systems or Records Management systems preferable but not essential
* Proficient in Microsoft Office Word, Excel and Outlook and Adobe Acrobat