



Example of Records Administrator Job Description

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Our growing company is searching for experienced candidates for the position of records administrator. 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 administrator

- Assisting in the Australia and New Zealand wide implementation plan
- Developing and implementing the information and records management operational standards, guidelines, templates and procedures within Company policies, and relevant legislation and regulations
- Providing expertise on established classifications and taxonomies and catalogues of the company's activities for inclusion in systems while maintaining the highest level of accuracy
- Significantly enhancing information retrieval for internal and external clients
- Providing ongoing training, technical and user support to assist staff meet record keeping obligations and the effective use of records management systems
- Strive to improve areas of contact on a daily basis
- Retrieve and distribute reports from the local management information system on a daily/weekly/monthly basis
- Perform a variety of clerical duties concerning student records to ensure compliance
- Coordinate and reconcile all student finances services including
- Process employee data changes to include, but not limited to

Qualifications for records administrator

- Demonstrate ability and willingness to learn
- Proficiency in Microsoft Office suite (Outlook, Word, Excel) and data

- Degree in records, library and/or information management preferred
- Ideally, a minimum of three years relevant experience within the records information management field specialising in systems support in the IT sense
- Advanced knowledge and expertise of software applications and technologies used in records management preferably including FileTrail, SQL database, and the full suite of Microsoft Office applications