



Example of Records Administrator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of records administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for records administrator

- Directs, coordinates and oversees the work of the Health Information Management Department
 - Plans and executes quality improvement actions
 - Coordinates efforts between the Medical Records and Business Office staff
 - Generates statistical reports to assist in evaluating quality of care
 - Maintains the data integrity of electronic employee information (such as address changes)
 - To act as a point of contact and provide advice and guidance on day-to-day issues relating to undergraduate programmes and the year abroad to staff and students within the school, college and University, developing individual capacity through professional experience and development
 - To undertake a range of tasks to ensure an effective and efficient support service to the day to day activities of undergraduate programme administration (see additional information), as directed by the Executive Officer
 - To ensure that appropriate administrative systems are established and maintained and that confidentiality is maintained at all times
 - To develop a good understanding of the structure of relevant school and university information management systems, and operational procedures and processes
 - To update relevant administrative and MIS systems with accurate information
-

- Bachelor's Degree and at least 2 years' experience in database management
- Knowledge of legal requirements for records retention to implement compliant practices for clients and personal information
- Strong team player and communicator
- A degree in land records management, paralegal, forestry or similar field and/or experience in land records management
- Experience in land records related documents
- Experience with mapping software products, especially ESR, is desirable