



Example of Records Administrator Job Description

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Our growing company is looking for a records administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for records administrator

- To establish working relationships with key contacts to help improve service levels
- To gather and analyse data to update administrative systems with accurate information, establishing basic trends and patterns in any data submitted
- To support the work of the team, contributing to team meetings, developing good practice within the team and assisting colleagues in their work
- To contribute to a customer focussed culture within the team
- To work with members of the team to ensure that agreed standards and levels of services are met at all times
- Using various software systems, enter document information
- Develop, implement, and maintain a Records Management system that is aligned with corporate policies and practices, and that ensures compliance with respect to record-keeping requirements and addresses all forms of record media
- Ensure the preservation and accessibility of relevant and critical Regional records
- Assists with maintaining student academic records
- Assists with enforcing academic rules and regulations

Qualifications for records administrator

- Knowledge in the forest industry is desirable
- An aptitude to learn and build experience with log accounting, business systems, and land records

- Human Resources and/or employment legal experience preferred
- Must be able to handle a high volume of work in a fast-paced environment