



Example of Records Administrator Job Description

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

Responsibilities for records administrator

- Direct and conduct internal reviews
- Facilitate and coordinate CORA responses and legal discovery requests with City Attorney's office
- Scan and file all induction and training records and upload to Business Collaborator
- Assist in the collation of training records
- Record all Near Miss Cards received and track close out actions
- Record all site inspections received and track close out actions
- Update accident trackers with information from investigation and chase close out action
- Have a good working knowledge of MS Word and Excel
- Have experience in providing administration support
- Have strong attention to detail and a high level of accuracy

Qualifications for records administrator

- Previous aircraft records experience preferred
- Must demonstrate behavior that portray the company core values of Safety, Respect, Trust, Collaboration, Value and Passion while communicating with personnel and acting on behalf of the company
- Possess an Associates Degree or higher
- Minimum two [2] years of experience with advanced desktop publishing and/or graphic design

- High school diploma required and 5+ years related experience within the financial industry