



Example of Records Analyst Job Description

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Our growing company is searching for experienced candidates for the position of records analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for records analyst

- Responsible for reviewing and reporting on all Service deliverables and the performance to the Service Level Agreement (SLA), including the appropriate problem solving and continuous improvement activities necessary to advance Customer's records management and reduction of operating expenses
- Assumes responsibility for records management program implementation
- Ensuring content within Versatile Enterprise (VE) is accurate, and that VE is functioning and maintained
- Coordinating and updating activities relating to VE workflows
- Leading or participating in quality control and quality improvement processes relating to VE
- Developing, designing, and updating new and existing VE reports
- Generating and processing quarterly disposition authorization reports
- Ensuring accessions are processed, tracked, accurately analyzed, and entered into VE
- Acting as a subject matter expert for research records
- Ensuring service-oriented office culture

Qualifications for records analyst

- Gas Utility, and/or construction company experience
- Personnel must have a college degree and 7 - 9 years experience
- Minimum ten (10) years of experience as a Knowledge Manager
- 5+ years performing records management in the IC

