



Example of Records Coordinator Job Description

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Our growing company is hiring for a records coordinator. 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 coordinator

- Personally accountable for results and have the ability to work independently and triage questions and issues, make decisions along with judgment to escalate problems appropriately
- A strong problem solver able to analyze business issues and suggest appropriate solutions
- Prepare exam materials and schedules, process exam results for all students, including those with disability accommodations
- In accordance with commonwealth purchasing regulations, coordinate vendor purchases and payments using Virginia's electronic procurement system (eVA)
- Supports the consistent operations of the office based on company policy and procedure guidelines
- Responsible and accountable for the timely and accurate entry of gas records such as leak records, sewer forms, caution notices, odorant reads into the GIMMS record system
- Updates gas crisis plans, coordinating notification letters to customers regarding compliance issues, and liaison letters to public officials
- Tracks, maintains and monitors operations files, contracts and documentation in compliance with regulatory requirements and assist with required audit and data requests as directed
- Develops and/or maintains basic computer applications, including documents, forms, spreadsheets, charts, graphics, and presentations
- Corresponds with and maintains positive and effective relationships with internal personnel, outside agencies, customers, vendors, and other

Qualifications for records coordinator

- Needs to constantly communicate with vendor and teams within
- Would need to drive things to the finish
- Would need to write minutes of meetings and should be really mythological in doing so
- Should be able to drive projects within
- Would need to conduct audits on the floor and vendor location
- Interpersonal Skills –Excellent customer service skills