



Example of Records Coordinator Job Description

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Our growing company is looking to fill the role of 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

- Consistently meet established expectations set by Gift and Records Administration on an on-going basis while maintaining high levels of customer service and accuracy
- Answer phone calls on the gift helpline while delivering excellent customer service and performing all necessary follow-up which may include collaborating with the appropriate staff and departments to determine the proper course of action
- Prepare a variety of letters for donors and alumni of the University
- Collect, sort, and distribute daily mail which includes evaluating gifts prior to being deposited and processed
- Perform other duties as assigned.
- Free Form
- Participate in training and informational sessions for schools, colleges, and units on best practices for gift and records procedures
- Maintain accurate aircraft records, including but not limited to tracking, trafficking, and filing (electronic and paper)
- Catalog process to include scanning, labeling/indexing, and filing documents
- Assist with the compilation of aircraft paper and electronic records
- Respond to internal and external customer queries for paper or electronic records

Qualifications for records coordinator

- Ability to work with a variety of customers, including schools, colleges and

- Minimum of a high school diploma or equivalent with one year of clerical or related experience required
- Able to interact with employees, potential students and outside contacts of all levels
- Ability to work in a team environment if necessary
- Manage life limited component's paper history and back to birth records as required
- Additional administrative tasks and duties as assigned