



Example of Records Specialist Job Description

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Our company is hiring for a records specialist. 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 specialist

- Analyze landing gear time controlled components and updating AIS
- Analyze APU engine trends and time controlled components along with updating AIS
- Prepare records for transfer upon sell of assemblies to lesser or designated representative
- Prepare reports for other department requiring either engines, APU, or landing gear
- Scan all historical and ongoing records of assemblies and components verify scanned documents were properly scanned identified for future retrieval
- Work directly with the Aircraft Acquisition and Lease Return Groups, other internal and external groups, to provide a complete record package for lease return, sold or new aircraft
- Assists management with the transfer and retrieval of Company records from on-site and temporary off-site, and permanent off-site records storage locations
- Serve as backup support for one or various asset teams serving basic file requests and administrative needs across well file or land data of various business units that store active records managed by the Records and Information Management Department
- Assists with cataloging of land files in appropriate database systems
- Identify various types of land file documents to interfile into appropriate files according to the specific structure established by each individual team supported

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- Three (3) years Part 121 or Part 135 air carrier experience in Quality Assurance, Quality Control, Engineering, Line or Heavy Maintenance or Reliability
 - Must be able to sit for extended periods of time at a workstation, lift objects as required up to 50 lbs
 - One (1) year of experience in records management or database administration
 - Must have excellent interpersonal and communications skills in order to effectively interact with personnel at all levels in a dynamic work environment
 - Must have excellent organization and project management skills with attention to detail and follow through
 - Document scanning and imaging experience desired