



Example of Records Specialist Job Description

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Our company is growing rapidly and 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

- Assist operations personnel with pipeline crossings and well site/well pad remediation
 - Provide support to the Manager of Dispositions and Asset Evaluation
 - Communicate and interact with donors, development officers, business managers, and colleagues in a professional and courteous manner always delivering excellent customer service
 - Responds to emails and manages other requests, as appropriate for new patients
 - Reporting – Generates and distributes scheduled HRIS reports in timely manner
 - HR system support and maintenance – Troubleshoots HR systems and interfaces
 - Documentation – Creates and maintains documents for HRIS procedures for all system updates and maintenance including all employee level transactions performed in UltiPro
 - Processing of both hardcopy and softcopy legal documents by sorting, cataloging into the customer's database, and scanning documents as a PDF file to be accessed by other requestors
 - Respond to customer requests for copies of legal documents via a web based request system
 - Complete other projects as assigned, all pertaining to legal documents processing, researching, scanning and filing
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- High level data entry skills required
- Must be able to handle boxes and pulling files from boxes
- Process credit card donations by telephone
- Log and scan donations received in GADS to be deposited into the Development bank account daily
- Analyze and research address data on returned correspondence and revise inaccurate or outdated address in the fundraising database
- Manage the monthly implementation of the change-of-address, deceasing and apartment-append data, and keep prospect managers apprised of all relevant address updates