



## Example of Records Job Description

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Our company is growing rapidly and is hiring for a records. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for records

- Capable of overseeing and coordinating special projects at a moment's notice
- Implementation of records management policies intended to standardize filing, protecting, and retrieving records, reports, and other information contained in electronic, paper format or other media
- Coordinates and directs, through business unit supervisors and managers, activities of departments involved with records management analysis, reports analysis, and supporting technical, clerical micrographics, and printing services
- Confers with compliance and functional areas to assure compliance with policies, procedures, and practices of records management program
- Harmonization of various record retention policies across affiliates
- Facilitates the development of filing systems, and maintaining these to meet administrative, legal, and financial requirements
- Devises and ensures the implementation of retention and disposal schedules
- Sets up, maintains, reviews, and documents records systems
- Identifies the most appropriate records management resources
- Advises on and implements new records management policies and classification systems

### Qualifications for records

- Must be able to accept and adapt to changing operating specifications and

- Lifting of 25-50 lb
- Bachelor's degree in Business Administration, Information Technology, or a related field
- Specialized coursework in records and information governance, and additional education, is desirable
- At least 5 years of experience in a records management environment, information systems, process analysis or related experience