



Example of Records Job Description

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Our growing company is looking to fill the role of records. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for records

- Additionally, the RA provides administrative support for department, including but not limited to, maintaining supplies, organization of supply areas, breakroom and conference rooms, assuring all are kept in order and stocked with required items
- Report maintenance issues to the Properties group as needed
- Assist with department events, requiring schedule flexibility
- Assist with other task/projects as assigned
- Operates imaging equipment to a high degree of accuracy so the original paper records can be destroyed and the images meet the standards required to substitute for the paper
- Coordinates and completes daily retrieval and request fulfillment of information and records supplies based on request by users while ensuring compliance with Records Management policies and organizational standards and assuring excellent customer service
- Enters descriptive metadata into records management software other logs maintained and self-audits
- Monitor all shred bins for the Home Office, Stores, and Distribution Centers
- Process all documents and files for all undergraduate student records, from the first point of contact through enrollment
- Ensures application of retention schedules to inactive records

Qualifications for records

- Prepares project proposals and cost analysis

- Good customer service/relations skills
- High school diploma or equivalent with five (5) years experience in records management, preferably in a legal or correctional environment
- Must be able to travel with frequent overnight stays