

JOB DESCRIPTION

Summary:

JOB TITLE:	Records Management Technician
DEPARTMENT:	Information Systems Department – Records Management Department
REPORTING TO:	Records and Document Manager

Summary:

The Records Management Technician is required to provide assistance for the successful implementation of the Records Management Policies and Procedures for the organization. The incumbent is also required to assist in the general record management functions of the Department.

Education, Knowledge and Experience

- Associate Degree in Records Management or Library and Information Systems
 - At least three (3) years in a similar position
 - Organizational skills
 - Knowledge of Records Management Concepts and Strategies
 - Proficient in computer skills
 - Proficient in MS Suite
 - Strong analytical and technical skills
 - Reliability, commitment and punctuality.
 - Ability to work unsupervised, meet deadlines and maintain flexibility with work assignments and schedule.
 - Creative problem solving skills, outstanding judgment and excellent decision making to meet and exceed customer expectations.
 - Excellent written and oral communication skills
 - Ability to be extremely responsive
 - Committed to quality and deadline driven
 - 2 – 3 years' working experience in a corporate environment
- OR
- Equivalent combination of Qualification, Training and Experience

Key Duties & Responsibilities:

General:

- Assists in establishing document management workflows
- Assists in the implementation of the policies and procedures; strategies for records classification, transfer, storage and disposal
- Supervises the Clerical Assistants' daily operations
- Follows up with user departments and send notices for record retention
- Receives documents for inventory; prepare report for disposition in accordance with approved retention schedules
- Facilitates user training when required
- Responds to requests for records – Confidential
- Prepares reports as required
- Performs any other duties relative to the job function as may be assigned

• **Dimensions and Scope of Role**

- Operates within the Policies and Procedures of the Corporation
- Operates within Scope and limits of authority