

Senior Records Officer

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Company: Maxima

Location: Australia

Category: business-and-financial-operations

* CBD Location* Full Time Hours* State Government* ASO3 level* Objective Experience
EssentialOur client is currently looking for an immediate start for an experienced Senior
Records Officer using Objective for up to 12 months.Responsibilities:High volume records
management using ObjectiveMust have experience with GDS30Assist with the wider team
and their overflow of dutiesContribute to a positive and engaging working
environmentMaintain a high level of professionalism when dealing with queries and
questionsAble to comfortably transport files - some lifting requiredRecord remittances
received by post in an established recording system Provide a high level of customer service to
both internal and external stakeholdersUndertake other administrative duties as requiredAbout
YouMust have a current working with children checkPrevious experience working in
records management positionKnowledge of records management systems specifically
ObjectivePossess a high level of attention to detailStrong and effective communication skills
both written and verbalEffective time management and organisational skillsUnderstanding of
excel principals and report generationThe role is best suited to someone who is passionate
about record management and has the ability to work apply, click the link and upload your
current resume in Microsoft Word. Thank you. You must have a recent police check or willing
to obtain one immediately. 35AUD Australia - SAAelaideAdelaide5000

Application Successful

You've successfully completed your application

X Job Opportunity | Senior Records Officer | Objective | Maxima Tempskill

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