

**EMPLOYMENT OPPORTUNITY:****Records Officer  
(Head Office)****Job Summary**

Under the general supervision of the Manager, Documentation, Information and Access Services, the Records Officer has the responsibility of maintaining the organization's records and information management service in a safe and secure manner and assist in the promotion and implementation of records and information management best practice within the Unit.

**Key Responsibilities Include:**

- Assists with preparation of routine and special reports as required;
- Assists in responding to requests for the Records and Information Management Unit;
- Log correspondence for filing in accordance with classification system
- Maintains and controls filing system;
- Maintains a current file index for all Registry files;
- Prepares minute sheets for files;
- Scan and upload records into the database/ Electronic Content Management system and refers records to Manager, Documentation, Information and Access Services;
- Assist in implementing the organization's file classification system;
- Assist in the development and implementation of retention and disposition schedules;
- Assists in responding to enquires and complaints regarding matters affecting the operations of the Records and Information Management Unit;
- Assists with guidance, in responding to requests under the Access to Information Act;
- Assists with the records management procedures;
- Monitors compliance with standard operating procedures;
- Assists with the annual records audit;
- Uses knowledge of the Departments filing system to retrieve information;
- Assists with the development and maintenance of a system for tracking correspondences;
- Assists in preparing reports on the Registry activities;
- Assists in the development and management of an efficient storage and retrieval system and general catalogue;
- Assists with the Records and Information Management Unit's meetings;
- Performs any other related duties consistent with the category, functions and objectives of the job.

**Minimum Qualification and Experience:**

- Certificate in Records Management or Diploma in Business Management
- At least two years' experience in Records Management
- Minimum of three (3) years' working experience in an Administrative role;

- Excellent command of the English Language and ability to communicate effectively both orally and in Writing;
  
- Excellent interpersonal and team-building skills;
- Aptitude for learning and development.

**Salary \$2,245,059.00**

You are invited to apply by submitting an application cover letter and detailed Resume no later than **June 22, 2026** to:

**The Manager - Human Resources & Industrial Relations**

**P.O. Box 631**

**Kingston 6**

**Please note that only shortlisted candidates will be contacted.**