

Records Management Compliance Manager - Fortune 500 Company!  
Orange County, CA

TRAK Records and Library is recruiting for a Records Management Compliance Manager for their client in Orange County, California. The Manager will be responsible for developing and documenting strategies, standards, policies, processes, procedures, and business requirements, interfacing with technology and business areas throughout the company, and developing the corporate records governance policy/program. Qualified candidates must have a Bachelor's Degree, at least 5 years of experience in information management and records retention, experience with litigation-related document identification, and demonstrated written and oral communication skills. Certified Records Manager certification and involvement in document management professional organizations preferred. For immediate consideration, please submit your resume in Word format to [resumes@trakrecordsandlibrary.com](mailto:resumes@trakrecordsandlibrary.com)<<mailto:resumes@trakrecordsandlibrary.com>> today!

Daniel C. Hurd  
Executive Director | TRAK Records and Library  
Direct: 202-261-7223 | Cell: 703-862-2878  
Fax: 202-466-4499

National Records Management and Library Placement Firm Washington, DC: 202-261-7200 | San Diego, CA: 619-230-7692 National Search: 888-399-TRAK (8725)