

RAK Records and Library is recruiting for a Records Coordinator/Junior Manager for our client located in Orange County, CA. In this role, you will be responsible for overseeing and coordinating support activities for the main file room including regular inventories, implementing document flow process improvement and applying retention schedules to records, providing customer service and file retrieval support, managing the scanning process and conducting regular quality control checks, and supervising/delegating tasks to one records clerk.

Ideal candidates will have at least three years of records management experience in a legal, pharmaceutical, or other corporate environment. Experience with a document management system preferred. Leadership skills and experience strongly desired. This is an immediate long-term opportunity. Don't miss out; send your resume for immediate consideration to resumes@trakrecordsandlibrary.com