



Reprographics, Digital Media,
IT & Facilities Support Staff

020 8303 2525



Title: Records Administrator (6 -12 Month Contract)

Location: London

Salary: £24,000 - £25,000

Hours: 9am-5pm (37.5 hours a week)

Job Ref: 771

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Our client in **London** requires a **Records Administrator** to assist primarily in the delivery of a first class Records Management service and supporting the administration function.

Candidate Responsibilities:

- Maintain **OmniRIM Records system**, ensure up to date with user details and cost codes etc
- Daily reports on box movements if required
- Assisting clients with **retrieving and searching for boxes on OmniRIM**
- Order office stationery when required
- Assist with **complex scanning projects** within the team
- Provide operational support to the Reprographic and Mailroom teams
- General administration

Candidate Requirements:

- **Advanced knowledge** of Microsoft Word, Excel, Outlook & Acrobat
- Exceptional customer service and client engagement skills
- **Experience of OmniRIM Records system**
- Professional and presentable at all times

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