



Job Title:	Records Team Lead
Client/Contract:	Washington Headquarters Services (WHS), Office of the Secretary of Defense (OSD)
Security Clearance:	Active DOD Top Secret
Location:	Springfield, VA
Position type:	Full Time/Exempt
Schedule:	Monday – Friday, 1st shift (earlier options available such as 6:00am – 2:30pm)
Report to:	RIM Program Manager
HR Contact:	Kim Alberi, kalberi@qlxcorp.com

DUTIES AND RESPONSIBILITIES

- Research and monitor current trends, best practices, and developments in the information management industry
- Track and update case file status within Records Research Database
- Prepare final response memorandums for delivery to WHS
- Demonstrate proficiency in full life cycle records management, file plan creation and maintenance, applying records disposition schedules, and e-mail management
- Recommend strategies and participate in agency planning, goal setting, and development of policies
- Ensure records creation, maintenance, use, and disposition are in accordance with federal guidelines
- Conduct monthly and yearly records reviews to monitor office compliance
- Provide client targeted office assistance on an as needed basis
- Coordinate the transfer and retrieval of records
- Conduct records inventories of electronic information systems/databases for disposition scheduling
- Provide recommendations on records formats, uniform naming conventions, and storage methods
- Maintain records, in paper and electronic format, including, but not limited to gathering, organizing, scanning and indexing
- Create log sheets, reports and production summaries and conduct quality control for all work performed
- Manage records team and team performance

QUALIFICATIONS AND REQUIREMENTS

- Bachelor’s Degree in information management related field or equivalent combination of education and/or experience
- Related experience and familiarity of laws, regulations, and guidance that govern records in the federal government
- Experience with Microsoft Office Suite applications (Word, Excel, Outlook, Access, and PowerPoint)
- Demonstrate strong analytical skills, reading comprehension, and attention to detail
- Ability to collaborate with team members and work independently to identify and create solutions for issues surrounding program and personnel management

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