**Job Description**In this position you will be responsible for electronical records management, office collaboration tools and electronic document management systems, able to run complex analysis with confidential data and map processes to cover the fill life cycle management:

* Contributing to the analysis and mapping of processes in the business units of our client heading the implementation of a records management system.
* Supporting the team in the liaison with the IT support services on topics related to the tools and systems used in records and archives
* Engaging and collaborating with business units to identify and understand their records management needs, to document the business functions and to design and deliver customized solutions
* Supporting the analysis of records retention and disposal schedules to preserving the institutional memory of our client and to ensuring compliance with relevant regulations and legislation

**The Successful Applicant**In order to be considered for this role, you must have:

* Successfully completed bachelor's and/or master's degree within business administration or similar
* At least 3-5 years of working experience in a data related role, information management and office collaboration systems (Microsoft 365)
* Experienced in working with restricted and confidential information within regulated environments
* Experienced in working with virtual communities from different cultural backgrounds and within a dynamic and face-paced environment
* Excellent oral and written English skills
* Proficient user in Documentum, SharePoint and EDRMS/ ECM; software
* Ability to work collaboratively with business users to gather, analyse and assess their information needs to provide innovative and user centric records management and informational retrieval solutions
* High attention to detail and accuracy