Records manager

Job ID
38660

Acumen Logistics Ltd

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LOCATION	DATE POSTED	EXPIRY DATE
8069 River Way, Delta, BC| British Columbia	17-12-2025	13-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 54.36	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

We are looking for full-time 3 Records managers to join our team.

Language required: English

Hours: 32-40 hours per week

On-site: Work must be completed at the physical location. There is no option to work remotely.
How to Apply: Send your resume at jobsbyacumen@gmail.com

Job Description

Job duties include but are not limited to:
- Co-ordinate administrative services
- Manage the operations of a department providing a single administrative service
- Manage the operations of a department providing several administrative services
- Collect and record administrative and service fees
- Assist in preparing annual budgets
- Plan, organize, direct, control and evaluate daily operations
- Direct and advise staff engaged in providing records management, security, finance, purchasing, - human resources or other administrative services
- Interview, hire and provide training for staff
- Plan, administer and control budgets for client projects, contracts, equipment and supplies
- Prepare reports and briefs for management committees evaluating administrative services

Manage events
- Supervise office and volunteer staff

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