RSL LifeCare is a leading not-for-profit organisation that provides care and support services to veterans and seniors communities in Australia.

We are seeking a detail-oriented **Records Officer** to join our team on a **Part-Time Basis (2 days a week)**. In this role, you will be primarily working at our Flagship Site in Narrabeen, to ensure the preservation of organisational records of historical, fiscal, and legal value.

Your primary responsibilities will involve responding to records enquiries, implementing best-practice records and information management, supporting users of the Electronic Document Management System (EDMS), inspecting physical records, and ensuring accurate data entry.

**We need you to:**

* Respond promptly and professionally to records enquiries, providing appropriate access to information.
* Assist business units in implementing best-practice records and information management strategies.
* Support new users of the Electronic Document Management System (EDMS) by providing training and guidance.
* Inspect physical records and prepare them for transfer to storage.
* Maintain a high level of accuracy when inputting data.
* Utilise automated software to scan and digitize documents.
* Hold a tertiary qualification in Records Management or a similar field, or demonstrate equivalent knowledge and skills in records management practices.
* Maintain a high level of confidentiality when handling sensitive records.

**We can offer you:**

* Competitive remuneration and eligible for $15,900 not-for-profit salary packaging. This means more cash!
* Working for an organisation with an exciting strategy & growth plan, who genuinely cares about it's people and the communities we service.
* Career development and progression opportunities across all areas of RSL LifeCare.
* You will be joining our enthusiastic, caring, and supportive team and an organisation where you can feel good about what you do.
* Flexible working arrangements.

**About Us:**

RSL LifeCare is a leader in senior living, providing high quality retirement villages, aged care homes, and personal home care throughout NSW and ACT.  Proudly serving Australia for over 100 years, RSL LifeCare is a successful and growing not-for-profit organisation.

We enrich veterans and seniors’ lives and create connected, supportive, and vibrant communities.

**To find out more information please view our website** [**https://rsllifecare.org.au/**](https://rsllifecare.org.au/) **and feel free to reach out direct to our Talent Acquisition Specialist – Kate Staddon-Smith on 0492 331 962.**

**To apply please follow this link** [**https://rsllc.wd3.myworkdayjobs.com/rsllc/job/Narrabeen/Records-Officer\_JR104596**](https://rsllc.wd3.myworkdayjobs.com/rsllc/job/Narrabeen/Records-Officer_JR104596)**.**

***Our commitment to diversity* :**

*We welcome and encourage applications from people across our diverse community, especially from Veterans, their spouses and Aboriginal and Torres Strait Islander applicants. We believe everyone has the right to feel safe, respected, valued and heard regardless of their gender, sexual orientation, ethnicity or disability.*