

Records Management and Archiving Consultant

Lux-Advisory is a company specialized in project management and business analysis. Our consultants take part in European or International projects. To support the increase of our activity, we are currently looking for a **Records Management and Archiving Consultant**.

Tasks

In support of the Corporate Governance and Internal Policies (CGIP) division the Consultant will provide the following services:

- Provide expert advice and support CGIP in implementing the SharePoint Online records management functionalities and the implementation of an electronic archiving system interfaced with SharePoint Online
- Liaise with different divisions to support the definition of their business requirements in terms of records management and liaise with IT helpdesk to ensure that their SharePoint Online sites are configured accordingly. In particular, support the divisions in the review of their filing plans and coordinate the appropriate labelling
- Liaise with the external service provider of the archiving system and implement a new filing structure covering both physical and electronic records for long-term or permanent preservation. Support the development and testing of a direct interface between SharePoint Online and the client's archiving system
- Coordinate and support the divisions in preparing and implementing their respective classification plans for digital archives
- Prepare and deliver training sessions and communication materials to the members of staff regarding the records management and archiving systems
- Develop written procedures and training materials to provide user-friendly guidance on records management and archiving processes
- Update and maintain the internal records management and sensitivity labels webpage
- Support the daily delivery of the records management and archiving function
- Perform any research and analysis in the areas of records management and archiving and create relevant summaries and reports as required

Technical skills

- Overall direct experience in records management and archiving between five (5) and six (6) years, including day-to-day liaison with business areas and preparing records management procedures and communication materials (presentations, tutorial videos, etc.)
- Significant experience with MS365 records management tools and policies (SharePoint Online) and in setting up and maintaining electronic archiving systems
- Previous experience in similar assignments in financial or European institutions will be considered as an advantage
- Excellent English communication skills, both oral and written
- Strong skills in Office 365 tools, including Power BI

Soft-skills

- Very good communication and presentation skills
- Well-structured and organized
- Autonomous, with the ability to prioritise tasks and deliver them independently

Contact

- Please send your CV and cover letter to hr@lux-advisory.com