



Title:

Assistant Vice President Records Management

Location:

Coppell TX (just outside of Dallas)

Requirements

- Four-year degree in Business Technology, Finance or equivalent job experience required. MBA preferred.
- Five to ten years Strong Management or Directorship Role
- **MUST be Certified Records Manager - CRM**
- Strong verbal and written communications and interpersonal skills are necessary
- Proficiency in Microsoft Office required. The ability to create complex spreadsheets in excel and experience in Access a plus.
- Strong initiative and the ability to work independently and in a team atmosphere
- Experience and ability to work in a fast-paced environment and meet required deadlines. Willingness to work overtime when necessary to fulfill job requirements and meet deadlines.
- Ability to handle multiple tasks
- Detail-oriented and have the ability to organize workload.

For more detailed information about the position or to submit your resume please email Woodrow Grady @

wgrady@freedomolutionsllc.com or careers@freedomolutionsllc.com or call 813-352-2502