

Gig Werks is a rapidly growing Microsoft Gold Partner based in the Waterfront of Yonkers, N.Y. -- just steps away from the Metro-North train station. We are a boutique shop, working primarily in the hot field of SharePoint 2010 and the Microsoft stack of application and business platforms. We are looking for a skilled and creative Records and Compliance Manager with specialty in the Legal space to work with and guide our clients through the lifecycle of their electronic records and documents. Gig Werks offers a dynamic environment, excellent growth and educational potential, and a first-rate benefits package.

Position: Records and Compliance Manager II

Reports to: Lead Developer and Information Architect

Key Areas of Responsibility:

- Planning the information needs of the client's organization
- Create and implement records retention policies and schedules
- Partner with IT to develop best practices and procedures related to managing electronic information
- Establish RIM program methodologies for the management of information assets in electronic and digital formats
- Implement and manage processes associated with regulatory obligations, industry benchmarks, and organizational requirements to demonstrate RIM compliance and best practices
- Manage, evaluate and maintain the RIM disaster preparedness
- Organize and disseminate the information of the records lifecycle
- Develop RIM policies and procedures by reviewing and analyzing recordkeeping methodologies and requirements consistent with industry best practices
- Review RIM program effectiveness by setting benchmarks, evaluating program performance
- Review, recommend, and revise organizational business policies to achieve compliance with technology, legal and RIM requirements
- Develop a strategic plan for a records and information management program using best practice methodologies to support and achieve long-range organizational goals
- Provide expertise and advice to the organization to maintain compliance and promote efficiencies through the use of the RIM program
- Establish and promote organizational practices to provide for the maintenance of vital records
- Implement legal hold process and the resumption of records destruction
- Manage records retention and disposition in compliance with RIM program policy, legal and regulatory requirements and business needs

Requirements:

- Up to date working knowledge of legal retention and compliance policies

- Knowledge of SharePoint preferable or other Document Management System including metadata and hierarchical taxonomies
- Knowledge of litigation and regulatory environment
- Ability to evaluate a business's current content management environment and make recommendations for improvement
- Strong verbal and writing skills to communicate information architectures clearly to both business users and developers, each in their own terms
- Ability to work effectively with minimal supervision in an atmosphere of multiple projects, shifting priorities, and deadline pressures
- Must be able to work independently and as part of a team
- Superior attention to detail, proofreading skills, problem solving capabilities, strong organizational and multi-tasking skills
- Must show initiative and be willing to take ownership of projects
- May require traveling and working on Clients' sites

Experience:

- Two years' experience in records management or as a records manager or coordinator, paralegal or librarian in a law firm or other law environment
- Experience with SharePoint or other electronic document or records management systems
- Experience with deploying legal retention policies with computer systems
- Familiarity w/ government and industry compliance standards (e.g. SOX, HIPAA)
- Experience with electronic legal discovery
- Ideal candidate would have client experience applying compliance standards with an interest in developing the technical skills to automate the compliance.

Education: Degree in library science, paralegal training and / or related certification(s)

Terms of employment:

Full-Time, salaried, exempt

Salary:

Commensurate with experience